

JOB DESCRIPTION:	Staff Senate President		
DEPARTMENT:	Staff Governance		
REPORT TO:	General Assembly; Collaborates with the University President and Board of Regents		
TERM LENGTH:	Elected every 2 years	FLSA STATUS:	Exempt
COMPENSATION:	Yes	DATE APPROVED:	07-JUL-2025
		DATE MODIFIED:	

SUMMARY: The Staff Senate President serves as the chief representative and presiding officer of the Western New Mexico University (WNMU) Staff Senate and General Assembly. This position is elected by the voting members of the General Assembly and is responsible for leading staff governance efforts, facilitating shared governance with administration, overseeing staff representation on committees, and ensuring transparency and communication across university governance structures.

KEY RESPONSIBILITIES:

Governance & Leadership:

- Preside over all General Assembly and Staff Senate meetings.
- Provide leadership in interpreting and implementing the Staff Senate Constitution.
- Serve as the primary staff liaison to the University President, Faculty Senate, and Board of Regents.
- Facilitate communication between staff, faculty, and administration.
- Represent the staff voice in institutional decision-making and strategic planning efforts.

Policy & Procedures:

- Lead the review and proposed amendments to the Staff Handbook and Staff Senate Constitution.
- Ensure proposed policies and changes affecting staff welfare and academic standards are deliberated and conveyed to appropriate bodies.
- Initiate or appoint members to Ad Hoc Committees as needed to address emerging governance needs.

Committee Oversight:

- Make staff appointments to Ad Hoc Committees and vacancies on Senate-appointed Standing Committees.
- Collaborate with Staff Senate on committee nominations and appointments.
- Oversee the function and reporting of Staff Senate Committees and ensure timely submission of reports and recommendations.

Election & Representation:

- Coordinate Staff Senate and department-level elections, ensuring alignment with constitutional deadlines.
- Announce and facilitate nominations for Staff Senate Vice President and other officers.
- Report election results and staff actions to the General Assembly and administrative leadership.

Communication & Reporting:

- Distribute meeting agendas at least three days prior to Senate and General Assembly meetings.
 - Ensure minutes, resolutions, and other official records are appropriately documented and shared with staff, administration, and Board of Regents.
 - Collaborate with the Secretary and Parliamentarian to uphold meeting protocol (Robert's Rules of Order).
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Minimum Qualifications:

- Must be a full-time staff member eligible to vote in the General Assembly.

Desirable Qualifications:

- Prior service as a Staff Senator or Committee Chair
 - Demonstrated knowledge of staff governance, staff handbook, institutional policies & procedures.
 - Strong facilitation, communication, and leadership skills.
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This job description is not an exhaustive list of all responsibilities, skills, duties, requirements, effort, and/or working conditions associated with the position. Management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change. In addition, this job description is not intended to create a contract of employment between the employee and Western New Mexico University, nor shall it be regarded as a promise to provide specific terms or conditions of employment.

I have read, understand and accept a copy of this job description.

Employee Signature

Date

Employee Name (Printed)