SECRETARY OF THE PENN STATE UNIVERSITY FACULTY SENATE
Duties and Responsibilities

Bylaws, Article 1, Section 5, describes the duties of the Secretary of the Senate as follows:

The Secretary shall keep the official roll, shall prepare and publish notices, agendas, and minutes of Senate meetings, and shall perform other duties appropriate to the office.

In practice, the Senate office staff manages the duties listed above, and the Senate Secretary is responsible for performing “other duties appropriate to the office.” These duties include:

1. Attend Plenary Sessions, Senate Council, Pre-Council meetings with administrators, and meetings of the Faculty Advisory Committee to the President (FAC).
2. With the other Senate Officers and the Executive Director of the Senate, assist the Chair in formulation of charges for the Standing Committees.
3. Attend and participate in Senate Officers meetings.
4. Join the Committee on Committees and Rules as a non-voting member.
5. Chair Unit Constitution Subcommittee of the Committee on Committees and Rules.
6. Chair the Senate Elections Commission:
   a. Write an informational report to the Senate about the yearly census.
   b. Make decisions on any problems or disputes that arise in senate elections and the Census.
   c. Charge the Nominating Committee of Senate Council.
   d. Announce election results to the Senate.
7. Visit one-third of the campuses and University Park colleges/units annually. Prepare a written summary of the visits and facilitate debriefing meetings with relevant administrators. Give oral and written reports to Senate.
8. Serve on a Board of Trustees’ Committee, as assigned by Senate Chair.

Eligibility: Open to all faculty who are serving as elected faculty senators this year.

Term: The term is one year.