DIRECTOR OF LEGISLATIVE OPERATIONS

Reports To:
| Vice President & Chief of Staff |

Liaison to:
| Rules Committee |

Description:
This position has primary responsibility for providing leadership to the Rules Committee. In this capacity, the director is responsible for developing a well-informed and highly motivated group of senators who will screen and research legislation and appointments for the Senate. The chair is responsible for developing an unbiased committee in its role in researching and developing recommendations on legislation and appointments. Additionally the Director is required to train Senators and Cabinet on the legislative mission and how to write legislation. Maintenance of records and intensive email communication is critical to this role.

Responsibilities & Duties:
1. Assist the Vice President in preparing for the Senate Meetings - reviewing Roberts Rules, the Docket, and assisting in creating the power points;
2. Continuously educate and guide the Rules committee members on the goals and purposes of the committee by providing them with any information necessary;
3. Create and distribute applications and interviews to interested Senators in order select a merited Rules Committee;
4. Maintain and regularly update the online Legislative Directory and website to include passed legislation;
5. Maintain the official copies of the governing code;
6. Host legislative trainings at the Senate and Cabinet training events;
7. Be a resource to all members of the organization regarding interpretation and understanding of all governing codes;
8. Be a resource to Senators regarding Robert's Rules of Order;
9. Be efficient and responsive to demanding email correspondence;
10. Be prepared to meet with Senators and Cabinet members to draft legislation and provide advisory expertise;
11. Keep detailed records of all Rules Committee proceedings and compile them into the weekly Rules Report to be read to the Senate;
12. Meet with all presenters that are slated to come before the Rules Committee to prepare them for committee questions and procedure;
13. Meet with or delegate committee members to meet with any introducers(s) of legislation before it is introduced in Rules and subsequently Senate to ensure accurate research and the fulfillment of the legislative research form sheet;
14. Keep the cabinet up to date on any expectations they have of themselves or their legislation;
15. Ensure the committee members research and verify any and all questions they have in reviewing a piece of legislation individually before its appearance in front of the committee as a whole;
16. Schedule all persons involved in being screened or representing/sponsoring legislation to appear before Rules for a formal review session;
17. Provide additional services deemed necessary for the Vice President;
18. Specifically, within the first two weeks of creating the committee, assign committee members as liaisons to other legislative committees;
19. Specifically, conduct or facilitate a legislative workshop each at the beginning of each semester, or when requested by other cabinet members for their legislative committees;
20. Always, act in the interest of students and support your cabinet members as far as practicable.