### Faculty Senate Officer Standard Operating Procedure Past-President

<table>
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<tr>
<th>Month</th>
<th>Tasks</th>
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| August  | - Make sure Standing Committee lists are updated  
          - Make sure all standing committees have and report chair elections/appointments  
          - Set up RP&A mailing list  
          - Set up RP&A dates (should be at least 10 days before Faculty Senate meetings)  
          - Get room for RP&A meetings  
          - Send out calendar requests for RP&A meetings with details  
          - IFC is in Columbia |
| September | - RP&A–make and send agenda 7 days before the meeting (see drive for agenda template)  
          - IFC is in Columbia |
| October  | - RP&A–make and send agenda 7 days before the meeting (see drive for agenda template)  
          - IFC is on Zoom |
| November | - RP&A–make and send agenda 7 days before the meeting (see drive for agenda template)  
          - IFC is in Columbia |
| December | - IFC is on Zoom |
| January  | - RP&A–make and send agenda 7 days before the meeting (see drive for agenda template)  
          - IFC is on Zoom |
| February | - RP&A–make and send agenda 7 days before the meeting (see drive for agenda template)  
          - Elections–begin process to check committees for what we need nominees for and send out initial nominee email requests  
          - Elections–start looking for new Exec committee member (Secretary): check with president-elect to see who they would like to work with. |
| March    | - RP&A–make and send agenda 7 days before the meeting (see drive for agenda template)  
          - Elections–continue rounding up nominees  
          - Elections–ask EdTech for clicker help (they’ll make you make up the power points with all nominees  
          - Elections–power points with nominees–make sure you have two slides per committee. Slide 1 has bylaws description, slide 2 is nominees for votes.  
          - IFC is in Columbia |
| April    | - RP&A–make and send agenda 7 days before the meeting (see drive for agenda template)  
          - Elections! |
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| May   | - IFC is on Zoom  
       | - RP&A—make and send agenda 7 days before the meeting (see drive for agenda template)  
       | - IFC is in Columbia |
| June  | - Last faculty senate meeting of the AY |
| July  | - Work with incoming president to set up meeting dates for Senate, RP&A, Chancellor/Provost, and Gen Fac |
| Misc  |       |