



1. The **Chairperson (of the SAC)** shall:
  - a. Serve a term of office from the first of May to the thirtieth day of the following April;
  - b. Call and chair all meetings of both Council and the MASU using Robert's Rules of Order as a guide;
  - c. Act as the spokesperson of Council;
  - d. Hold office hours within forty-eight (48) hours of all regular Council meetings;
  - e. Administer Executive and Councillor evaluations;
  - f. Set the agenda for all meetings of Council and the MASU;
  - g. Keep accurate records of attendance at Council meetings and enforce the MASU Bylaws pertaining to attendance;
  - h. Perform such duties as may be assigned by the President, Council or the MASU;
  - i. Attend the annual MASU Jobs Fair;
  - j. Attend the annual MASU Training Day in the winter semester;
  - k. Not be an Officer of the Students' Administrative Council, as defined in Paragraph 12 of the General By-Laws;
  - l. There is an honorarium with this position; and
  - m. A final report is required to be submitted to the Human Resources Manager.