

APPENDIX P

Office Hour Policy

- a. Senate Research and History
 - a. Research and compile historical information about the Student Senate, and work with the Outreach Director to make it available on the Student Senate website and/or other forms deemed appropriate.
- b. Web Design
 - a. Work with the Outreach Director and the Executive Secretary to ensure that the content of the Student Senate website is accurate and reflects the most up-to-date information regarding Student Senate.
- ~~e. Legislative Archiving~~
 - ~~a. Assist the Executive Secretary in creating legislative action reports at the end of each Senate cycle for each piece of legislation passed and archiving all finished legislation both online and in the Senate Archive.~~
- c. Office Assistance
 - b. Assist the staff secretary in various tasks in the Student Senate Suite. Potential tasks include: delivering items across campus, general office clean up, making copies, etc.
- d. University Policy Research
 - a. Research the policies and projects going on at the KU campus and at other institutions in the nation, as specified by members of the Executive Staff and Standing Committee Chairs.
- e. Higher Education Political Research
 - a. Assist with policy research to enhance Student Senate's ability to lobby at the local, state and federal level on behalf of students at the University of Kansas.
- f. Scrapbooking
 - a. Assist in creating the Student Senate scrapbooks by obtaining articles found in the University Daily Kansan and Lawrence Journal World.
- ~~g. Alumni Database~~
 - ~~a. Work to compile a database of all former members of Student Senate, including senators, committee chairs, executive officers and other members.~~
- g. Miscellaneous**
 - a. **Assist with miscellaneous tasks around the office.**