

## Speaker's Legislative Staff Position Descriptions

### **Chief of Staff to the Speaker**

#### **Duties:**

- Manage the schedule and calendar of the Speaker of the Senate
- Oversee the work of the other members of the legislative staff
- Manage the Speaker's efforts to implement their legislative agenda
- Act in the capacity of speechwriter/editor
- Manage the Director of Outreach and the Director of Media and Technology
- Perform other duties delegated to them by the Speaker

#### **Required Meetings:**

- Constant contact with the Speaker of the Senate
- Weekly Staff Meeting with Speaker of the Senate
- Weekly One-on-One with Director of Outreach
- Weekly One-on-One with Director of Media and Technology
- Senate (Every other Wednesday night from 7-10pm)

#### **Qualifications:**

This person will need to be very team-focused and have the ability to see an extensive vision for the year. The Chief of Staff will need to be very organized, have the ability to communicate clearly, and have the ability to balance various responsibilities at the same time. The Chief of Staff will need to be very reliable and motivated to work diligently.

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## **Director of Outreach**

### **Duties:**

- Manage and oversee the event schedule and calendar of the Speaker of the Senate
- Stay in contact with different student organizations and outside entities about events that the Speaker could potentially participate in.
- Schedule speaking engagements for the Speaker
- Respond to any speaking request correspondence
- Perform other duties delegated to them by the Speaker

### **Required Meetings:**

- Constant contact with the Speaker of the Senate
- Weekly Staff Meeting with Speaker of the Senate
- Weekly One-on-One with Chief of Staff

### **Qualifications:**

This person will need to be extremely organized, well connected and have the ability to communicate effectively. The Director of Outreach will need to be very reliable and motivated to work diligently.

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## **Director of Media and Technology**

### **Duties:**

- Manage the social media presence of the Speaker of the Senate
- Capture pictures to post on the Speaker's social media pages
- Manage the dissemination of mass emails
- Liaison to the SGA Social Media officer
- Perform other duties delegated to them by the Speaker

### **Required Meetings:**

- Constant contact with the Speaker of the Senate
- Weekly Staff Meeting with the Speaker of the Senate
- Weekly One-on-One with the Chief of Staff

### **Qualifications:**

This person will need to be social media savvy, creative and highly motivated. The Director of Media and Technology must be also willing to attend different student events alongside the Speaker of the Student Senate.

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