



## CALIFORNIA SENIOR LEGISLATURE SESSION

### BRIEF VOLUNTEER JOB DESCRIPTIONS

#### **Staff Room Clerk**

Assists for four-hour (plus) shifts in staff room operations by helping to provide information, take and distribute messages, and perform other duties as needed.

#### **Floor Messengers**

Assist at floor sessions by carrying completed proposals from resource person to legislative staff room; placing and removing blotters/tent cards, distribute materials and clean up the floor when sessions are completed.

#### **Committee Messenger**

Assists Committee Resource Secretary in answering telephone, delivering messages, delivering completed proposals to the Legislative Staff Room, locating proposal authors.

#### **Other Volunteer Activities\***

##### **Floor Clerk**

Reads proposals, conducts and records roll call vote, and acts at the pleasure of the Senior Assembly Member or Senior Senate Chairs.

##### **Committee Resource Secretary**

Records the actions of the committee -- Do Pass, Pass as Amended, Failed to Pass, Consent on the Tracking Sheet. In addition, helps conduct Committee elections as well as record votes for the Legislative Committee Members and Alternates and Joint Rules Committee nominees.

##### **Sergeant-at-Arms**

These volunteers (usually two in each house) monitor the doors to make sure those entering the Assembly or Senate Chambers during Floor or General Sessions have the appropriate credentials. Volunteers selected for these jobs usually have past annual session experience and are usually able to recognize legislative dignitaries.

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\*These positions are usually performed by volunteers who have had past experience in those positions at prior CSL annual sessions.