

**DUTIES AND RESPONSIBILITIES OF CHAIR
A/P STAFF COUNCIL**

The Chair:

- is the spokesperson for the Administrative and Professional staff constituency and shall represent their views when representing the Council;
- shall serve as the presiding officer of the Council;
- shall serve as presiding officer at all meetings of the constituency;
- shall serve as presiding officer of the Executive Committee;
- shall guide and direct the Council toward accomplishment of its goals and objectives and the performance of its duties;
- shall be the fiscal officer;
- shall be ex-officio member of all administrative and professional staff committees;
- shall notify members when their seat on the Council is at risk due to excessive absence without proxy;
- shall attend meetings assigned by the President/Chancellor;
- shall communicate with the administration regarding all issues of concern to A/P Staff;
- shall attend monthly Board of Trustees meetings.

DUTIES AND RESPONSIBILITIES OF VICE-CHAIR A/P STAFF COUNCIL

The Vice-Chair must successfully perform a diverse set of tasks in order to adequately serve the Council and its constituencies, such as:

- serve as the Chair in the absence of, or at the request of, the Chair;
- replace the Chair should that office become vacant;
- serve as a member of the Executive Committee;
- establish a reporting schedule for committee appointees to report to the Council;
- maintain an updated list of Council and university-wide committee memberships;
- charge standing committee chairs with composing a list of committee accomplishments during the year (final reports);
- communicate in writing to committee appointees a description of their responsibilities;
- communicate in writing to retiring committee members a thank-you letter;
- be available and receptive to questions, concerns, and criticisms from Council members, as well as the constituency.
- in the absence of the Secretary, review any and all requests to post on the Announce list.
- monitor the A/P Staff Council website and provide changes, updates, etc., to the Professional Constituencies Office.

**DUTIES AND RESPONSIBILITIES OF SECRETARY
A/P STAFF COUNCIL**

The Secretary:

- is responsible for the monthly minutes of the A/P Staff Council (recording, typing, and distributing minutes done in conjunction with the Constituencies' Office);
- maintains a current listing of A/P Staff Council members and transmits copies of the membership list as requested (in conjunction with Constituencies' Office);
- serves as a member of the Executive Committee;
- monitors attendance of Council members at monthly meetings;
- convene and chair an ad hoc Elections Committee.
- review any and all requests to post on the Announce list

STANDING COMMITTEE DESCRIPTIONS A/P STAFF COUNCIL

Committee on Committees

The Committee on Committees nominates the members of all university-wide and administrative and professional staff committees. With the exception of Council standing committees, all committee selections are subject to approval of the Council at its next regular meeting. The newly-elected Committee is responsible for the preparation of a schedule of reports to the Council by its appointed representatives to university-wide committees.

Constituency Relations

The Constituency Relations Committee has the responsibility to a) plan, publicize, and conduct the two general constituency meetings (spring and fall), and b) publish the guidelines for selection of the Outstanding A/P Staff Member Award and conduct the selection of the Award winner.

Operating Paper

The Operating Paper Committee is responsible for interpreting the operating paper and formalizing proposed revisions to the operating paper.

Staff Welfare

The Committee is responsible for issues related to affirmative action, professional development, and such other welfare issues as may affect the constituency. The Committee is responsible for reviewing and approving those materials published either in handbooks or other such compilations affecting the welfare of administrative/professional staff, for the purpose of providing current and accurate information about and to the constituency. The Committee also reviews amendments or revisions to the Grievance Procedure and oversees the Judicial Review Board training process.

Staff Benefits Committee

The Committee is responsible for review of policies and procedures regarding position classifications, salary, performance evaluations, terms and conditions of employment, and other administrative/ professional benefits. The Committee is responsible for review and approval of those materials published either in handbooks or other such compilations affecting the benefits administrative/ professional staff, for the purpose of providing current and accurate information about and to the constituency. The Committee also reviews other staff benefit issues assigned by the chair.