

June 6, 2008

TO: Staff Council Members

FROM: Terry Battle, Chair
Staff Council

SUBJECT: **STAFF COUNCIL COMMITTEE DESCRIPTIONS**

As a member of Staff Council, one of your duties is to serve on a Standing Committee. University policy supports release time of two hours a week for Staff Council members. Please review the following descriptions and indicate which committee you would like to work on in order of preference. Every attempt will be made to give you your first choice. As always, we encourage your review of these choices with your immediate supervisor. **If no preference is indicated, you will be assigned to a committee.**

SERVICE PROJECTS COMMITTEE--

The Service Projects Committee shall consist of not less than five members. They shall:

- *coordinate all aspects of personal interest training programs as appropriate
- *review staff suggestions pertaining to improvement of Staff Council

In addition, they shall conduct all service activities such as:

- *Blood Drives
- *Academic Staff Award
- *Staff and Faculty Art Exhibit
- *Staff Suggestion Awards
- *Distinguished Retired Staff Award
- *University Needy Children's Program, and fundraising for this program
- *other matters as may be referred to it by the Executive Committee or the Staff Council.

Time Commitment: approximately two hours per month, more during Oct-Dec. for Needy Children's Project and in February-April for Art Exhibit.

WAYS AND MEANS COMMITTEE--

The Ways and Means Committee shall consist of not less than five members. They shall conduct:

- *all entertainment and social activities—all aspects of Spring Awards Luncheon,
- *Fund raising projects— i.e.: Smoked turkey sales, Evening for Two Opportunity and others
- *other matters as may be referred to it by the Executive Committee or Staff Council.

Monies derived from efforts of this committee fund:

Academic Staff Award, Spring Awards Luncheon, Blood Drives, Staff and Faculty Art Exhibit and Reception, Employee of the Year Reception, and any other expenses incurred on behalf of Staff Council for the benefit of staff, or the University.

Time Commitment: Steady commitment of two hours per month Sept-Apr.

GOVERNANCE COMMITTEE--

The Governance Committee shall consist of not less than five members. They shall be responsible for:

- *information and correspondence to other Councils and other public relations activities, i.e., monthly newsletters, brochures, and press release to University Public Affairs.
- *publicizing, supervising, tallying the ballots, and announcing the results of members and officers of the Council.
- *rule on any election dispute and initially review and make recommendations to the Staff Council regarding all proposed Constitution and Bylaw amendments
- *conduct all selection processes for staff service on Dean Review and Selection Committees.

Time Commitment: approximately two hours per month, more during Feb-June for selection of members and other committee assignments.

EXECUTIVE COMMITTEE--

The Executive Committee is composed of Staff Council members who serve as officers or committee chairs to the Council. They review all items sent to committee; establish agendas for monthly meetings; monitor workload/status of projects in progress; work with office secretary to establish deadlines and project completion; serve on Staff Council committees as assigned or necessary, in addition to conducting responsibilities of their office or committee.