MEMORANDUM

September 16, 2016

TO: Staff Members

FROM: Jené Rabo, Chair
Governance Committee, Staff Council

SUBJECT: Request To Serve “At-Large” On Staff Council

Staff Council encourages all interested staff to volunteer as a Member At Large, representing staff outside your geographical area for one year. If you are interested in serving on the council, please complete the form below and return it to me, zip 160 no later than September 30th by noon.

Being on the council involves attending monthly meetings lasting approximately two hours and serving on one of the subcommittees (Governance, Ways and Means, Staff Recognition, or Service Projects). University policy supports release time of two hours per week for Staff Council members, although the length of time spent on subcommittee meetings varies from committee to committee. Your responsibilities as Area Rep include: Maintaining current contact data for your geographical area; updating the constituents in your Area on important issues brought up at council meetings; and informing the council about the feelings and ideas of your constituents. Participation on the council is a good way to stay informed, get to know some of your co-workers, and to become a more involved member of the campus community.

STAFF COUNCIL REQUEST TO SERVE FORM

Member At Large:
Term: ☐ October 3, 2016-June 30, 2017 (one year term – remaining portion)

TO: Staff Council

FROM: ________________________________ Department____________________

CERTIFIED WILLINGNESS TO SERVE

I am willing to serve the term indicated above as a Staff Council Member At-Large performing the duties of this position. I have checked with my supervisor regarding my intention to serve the university in this capacity.

Nominee's signature_________________________________________ Date__________

Supervisor’s signature________________________________________ Date__________

Please complete, detach, and return this section to Staff Council, zip 160, by September 3rd @ noon. Your supervisor’s approval is required to validate your nomination.