CSU, Chico Staff Council Standing Committee Descriptions

As a member of Staff Council, one of the duties is to serve on a Standing Committee. University policy supports release time of two hours a week for Staff Council members.

**SERVICE PROJECTS COMMITTEE**
The Service Projects Committee shall consist of no 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 October-December for Needy Children's Project and 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 social activities—all aspects of Spring Awards Luncheon
- Fundraising projects—i.e., Smoked turkey sales, Evening for Two Drawing 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 September-April.

**Staff Recognition Committee**
The Staff Recognition Committee consist of not less than five members. They shall conduct:
- Conduct activities and programs that boost the morale of campus staff members, such as new staff employees programs and welcomes, annual department Halloween costume contest, any future recognition programs or morale booting events.
- Coordination of staff award programs such as Staff Academic Awards, Staff Caught Being Awesome program, the Customer Service Award, Wildcat Spirit Award, and Diversity Award for the annual staff luncheon.
- Conducting fundraisers as needed for staff morale and recognition programming.

**Time Commitment:** Steady commitment of two hours per month September-June

**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 disputes 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.