MEMORANDUM

December 17, 2015

TO: All Staff Members

FROM: James Aird, Chair
Governance Committee, Staff Council

SUBJECT: Request To Serve “At-Large” On Staff Council — Area 8 Representation (Meriam Library)

Staff Council encourages all interested staff to volunteer as a Member At Large, representing library staff for the remainder of the 2015-2016 academic year. If you are interested in serving on the council, please complete the form below and return it to campus zip 160 no later than Friday, January 8th by noon. If you have any questions, you can contact me at ext. 3209.

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

FROM: ________________________________ Department____________________

Member At Large – Area 8 Meriam Library:
Term: ☐ January 12, 2016-June 30, 2016 (partial year term)

TO: Staff Council

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 Melanie O’Connor zip 160, by January 8th @ noon. Your supervisor’s approval is required to validate your nomination.