

Staff Senate Executive Committee Guidelines

A companion to the Staff Senate bylaws

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EXECUTIVE COMMITTEE

The Executive Committee is comprised of 2 co-chairs, 2 advocacy directors, 2 communications directors, 2 membership directors, and 2 university partnership directors, and 1 past co-chair.

Elections

Please view the *Election Guidelines* for election-related information, including eligibility to run for the Executive Committee.

Expectations for all EC members

- Embody the values of collaboration, inclusion, and tolerance.
- Treat fellow Senate members and members of the University community and the greater community with respect.
- Hold regular meetings:
 - Co-Chairs: Hold monthly Staff Senate meetings to effectively accomplish the work of the Senate.
 - Directors: Hold regular committee meetings, at least one every two months in order to effectively accomplish the work of the committee and their roles as outlined under “Director Roles” below.
- Understand and adhere the Senate’s mission when representing the Senate
- Be transparent in the work done on behalf of the Staff Senate.
 - Co-chairs: This means that co-chairs are responsible for keeping the Executive Committee and the Senate apprised of their work.
 - Directors: This means that directors are responsible for keeping the Executive Committee and the Senate apprised of their work. See “Reporting Responsibility” at the end of this document.
- For Directors specifically, seek executive committee approval when considering taking on a new project on behalf of the Staff Senate
- Regularly attend Executive Committee meetings and Staff Senate meetings. This means executive committee members should not miss more than two consecutive executive committee and/or Staff Senate meetings or three meetings in a 10-month period. If absences exceed the number allowed, as stated in this policy, a member of the Staff Senate Executive Committee will contact the EC member to discuss the next course of action.

Resignation

If an executive committee member is unable to fulfill the responsibilities on the Executive Committee, that executive committee member should resign from the committee. This resignation should be communicated to the co-chairs or appropriate executive committee member.

Impeachment

As stated in the bylaws, an Executive Committee member may be impeached and removed from the Executive Committee. An Executive Committee member can be impeached for failing to adhere to the responsibilities and expectations outlined in this document.

CO-CHAIRS

Responsibilities

- Serve as the Staff Senate voice to the University community.
- Meet with University leadership and Staff Senate partners to further strengthen the Senate relationship with the University community and ensure staff voice is well represented across grounds.
- Serve as the communication connection between the University community, University leadership, the Executive Committee and the Staff Senate.
- Oversee the work of the directors and the Senate as a whole. This includes establishing goals for the Senate, ensuring that Senate work adheres to our goals and mission, and is completed in a timely manner and in the spirit of collaboration, inclusion and transparency.
- Identify and cultivate future Senate leaders
- Plan and lead the Staff Senate monthly meetings and the Executive Committee monthly meetings. Co-chairs can share this responsibility with other executive committee members.

DIRECTORS

Responsibilities

- Serve as the communication connection between Staff Senate work, the co-chairs, and the Executive Committee
- Assist the co-chairs in completing the work of the Senate
- May sponsor a working group as described in the *Staff Senate Working Group Guidelines*.
- Plan and lead Staff Senate meetings at the request of the co-chairs

Director Roles

- Directors are responsible for ensuring that assigned Senate work is completed according to established timelines and expectations.
- Director responsibilities for each role are as follows:
 - **Advocacy** – The Advocacy Directors work with the Senate to identify objectives that will improve the work-lives and well-being of university and classified staff, set measurable targets for progress, carefully research related policy, and collaborate with appropriate groups and offices on grounds to implement positive change in university culture. The Advocacy Directors may propose working groups, as needed, based on information received from these efforts.
 - **Communications** – The Communications Directors are responsible for taking, preparing, and disseminating, after Co-Chair approval, Staff Senate minutes. Directors will post Staff Senate meeting minutes within one week (five business days) of each Staff Senate meeting on the Staff Senate Website and email them to Staff Senate. Additionally, the Communications Directors will maintain and update the Staff Senate website to accurately reflect current events, Staff Senate member pictures and contact information, and any significant findings from Staff Senate surveys or working groups.
 - **Membership** – The Membership Directors create and maintain best practices for membership, attendance, and the transition of seats (onboarding and offboarding) for senators; provide support and resources for new senators; and ensure accurate representation of each organizational unit. In addition, the directors are responsible for the new member on-boarding event and July

luncheon for Senate members. Ensure the following coordinator positions are filled and supported:

- Elections Coordinator
- Membership Coordinator
- **University Partnerships** – The University Partnerships Directors creates collaborative partnerships with key committees and groups on Grounds to better engage staff in the University community and to empower staff voice to be represented fully and equitably in University-wide initiatives and shared governance. They are responsible for ensuring that Staff Senate is connected to and receiving updates from other groups at UVA. Connections may include attending meetings, reading meeting minutes, or establishing a direct connection. The University Partnership Directors provide a regular means for reporting information received from these connections to the executive committee and Staff Senate. They also ensure that the following liaison or committee roles are filled:
 - University Committee on Sustainability Member
 - Transportation and Parking Committee Member
 - Faculty Senate Liaison
 - Student Council Liaison
 - General Faculty Council Liaison
 - Board of Visitors Liaison – should be coordinated with staff senate executive committee
 - Safety and General Security Liaison
 - Others as identified after the above roles are filled

Working Groups

- Directors are responsible for overseeing the work and conduct of any working group they agree to sponsor.
- Directors should consider their existing work load and should not agree to sponsor more working groups than they can reasonably handle.
- Directors cannot step down from sponsoring a working group unless they can find another director to take over sponsorship of that working group.
- Directors are responsible for ensuring that any working group that they agree to sponsor is conducting work within the mission and scope of the Staff Senate. Directors

are not required to attend working group meetings so long as they are in regular communication with the working group lead on planned efforts and progress.

- Directors will work with the working group lead, if someone other than themselves, to set working group goals, expectations, and a general timeframe for completing the work and dissolving the working group.

Official DIRECTOR Communication with the University (on behalf of the Staff Senate)

Communication from Staff Senate to the University community should be infrequent, meaningful, and brief and should be carefully edited to ensure a consistent voice and a clear, well-written message.

If a working group is interested in sending communication (letter, survey, etc...) to any University entity regarding Staff Senate business, the committee must first present their proposed communication to the Director who will determine if it needs to be reviewed by the Executive Committee. Executive Committee review is required if the director or working group wishes to conduct a survey or provide any communication in which they represent themselves as speaking on behalf of Staff Senate. This review is not required if director or working group is sending communication for the purposes of gathering information as long as the communication is clear that the director or working group is not speaking for or on behalf of Staff Senate.

Reporting Responsibility

- Directors are expected to provide updates on the work of the coordinators, liaisons, or working groups that they oversee to the Staff Senate Executive Committee.
 - In the event that a director cannot attend a Staff Senate Executive Committee meeting to provide an update, the director is expected to communicate directly to the co-chairs via email or telephone.
 - In the event two directors are overseeing the same work, only one director is required to provide an update on that work.
- Directors are expected to ensure that updates on the work of the coordinators, liaisons, or working groups that they oversee are provided to Staff Senate members at monthly staff senate meetings. Directors may delegate the role of providing the update to a senator directly involved in the work.
 - Updates shall be provided to the Staff Senate even if no work has occurred between the previous and current Staff Senate meeting.

- Updates are required at Staff Senate meetings to remind the Senate that the work is being completed and provide senators the opportunity to engage on the subject.
- Microsoft Teams is the official repository for all Staff Senate and Staff Senate documents. Directors should ensure any work generated under their purview is documented on Microsoft Teams as needed.

AMENDMENTS

- The Executive Committee Guidelines was created in order to merge the information from the Co-Chairs Guidelines and Director Guidelines into one document. It was adopted on May 8, 2023.
- The Co-Chairs Guidelines document was originally created on March 24, 2020 and was incorporated into this Executive Committee document on April 19, 2023.
- The Director Guidelines document was originally adopted in June 2017. It was amended on March 24, 2020 and again on October 11, 2022. It was incorporated into this Executive Committee Guidelines document on April 19, 2023.