



UNIVERSITY of VIRGINIA

STAFF SENATE

Staff Senate Director Guidelines

A companion to the Staff Senate bylaws

June 13, 2017

STAFF SENATE DIRECTORS

- Each director will be self-nominated or nominated by a Senate member. Names of nominees will be submitted to the Staff Senate Executive Committee for review by the June Staff Senate meeting. The Directors will be elected, along with the Co-Chairs, by vote before the July Staff Senate meeting.
- Directors elected into the position must be senators in good standing.
- In the event that director positions remain open by the September Staff Senate meeting, the Staff Senate co-chairs may call for new Staff Senate members to nominate themselves for an open director position. The Staff Senate Executive Committee will vote on any nominations to fill the open director position.
- In the event a director steps down, co-chairs may put out a call for nominations to fill the vacant director position. Nominees must be senators or alternates in good standing. The Staff Senate Executive Committee will vote on any nominations to fill the vacated director position.
- Director roles include Advocacy, Membership, and University Partnerships. Two directors will be elected for each role.
- Directors may be elected to a specific role or directors may choose their role after being generally elected as a director. For 2017-2018, Directors will be elected to a specific role.
- The director will serve for a one-year renewable term.
- The directors will serve on the Executive Committee.

RESPONSIBILITIES

- Directors serve as the communication connection between Staff Senate work, the co-chairs, and the Executive Committee.
- Directors may sponsor a working group as described in the *Staff Senate Working Group Guidelines*.

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



UNIVERSITY *of* VIRGINIA

STAFF SENATE

to implement positive change in university culture. The Advocacy Directors may propose working groups, as needed, based on information received from these efforts.

- Membership – The Membership Directors create and maintain best practices for membership, attendance, and the transition of seats (onboarding and offboarding) for senators and alternates; 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.



UNIVERSITY *of* VIRGINIA

STAFF SENATE

- 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 or alternate 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 all Staff Senate meetings to remind staff senate that the work is being completed and provide senators the opportunity to engage on the subject.
- UVA Collab is the official repository for all Staff Senate and Staff Senate documents. Directors should ensure any work generated under their purview is documented on UVA Collab as needed.