Elections

UCSF Staff Assembly Executive Board Positions

We hold annual elections to fill these positions:

1. **Chair (Executive Officer)**
   a) Provide leadership to the Executive Board and Staff Assembly; call meetings, prepare agendas, and serve as contact person for all Staff Assembly business.
   b) Chair all general and Executive Board meetings.
   c) Plan and facilitate the annual Staff Assembly Retreat
   d) Liaise with Staff Assembly Sponsorship.
   e) Act as point person for Staff Assembly with campus leadership.
   f) Represent Staff Assembly on other campus committees.
   g) Conduct and sign Staff Assembly correspondence.
   h) After completing a year as Chair, this person is expected to sit on the Executive Board as Immediate Past Chair and a voting member for an additional year.

2. **Chair-Elect (Scholarship and Professional Development Officer)**
   a) Assist the Chair in the performance of his or her duties, including acting as an additional contact person for all Staff Assembly business.
   b) Assume the duties of the Chair in his or her absence.
   c) Take the lead role in planning, organizing, and coordinating the Staff Assembly Scholarship Program and any ad-hoc professional development events and functions (e.g., Town Halls) on behalf of Staff Assembly.
   d) After completing the year as Chair-Elect, this person will serve as Chair for a period of one year.

3. **Secretary (Historian, Programs, and Events Officer)**
   a) Record and coordinate posting and maintenance of minutes from general and Executive Board meetings on the Staff Assembly website.
   b) Coordinate logistics for all general and Executive Board meetings. This may include room reservation, call in numbers, set up, and other miscellaneous items.
   c) Plan, organize, and execute Staff Assembly presence and participation at high profile campus events (e.g. annual Staff Appreciation and Staff Resource Day events).

4. **Treasurer (Financial Officer)**
   a) Review and keep the record of Staff Assembly expenses; track requisitions and travel vouchers; maintain the general ledger.
   b) Submit Board approved scholarship request for payment and instruct awardees on how to submit requests for reimbursement.
   c) Work with Staff Assembly sponsor to obtain final approval for all expense requisitions.
   d) Report quarterly the status of Staff Assembly accounts for review/approval by the Executive Board.
   e) Ensure all orders for disbursement of funds and processing of payment for vendors are
completed in timely manner.
f) Work with assigned HR Business Analyst to develop and make recommendations concerning the annual budget to the Chair, Chair-Elect, and Staff Assembly sponsors.

5. Communications, Marketing, and Outreach Officer
a) Edit and distribute Staff Assembly news, notifications, or updates in appropriate venues to membership.
b) Distribute and post meeting materials (agendas, minutes, etc.) in appropriate venues.
c) Maintain website, listserv, and social media with information relevant to Staff Assembly.
d) Develop strategies to promote and market Staff Assembly and its interests to the larger UCSF and UC communities.
e) Support the annual nominations and elections process. Mentor the Communications, Marketing, and Outreach Officer- Elect through the process.
f) Liaise with sponsor regarding and manage judicious PSS99 listserv communications.

6. Communications, Marketing, and Outreach Officer-Elect
a) Coordinate and execute the annual nominations and elections process. Complete the process with support from the Communications, Marketing, and Outreach Officer.
b) Assist the Communications, Marketing, and Outreach Officer in the performance of his or her duties, including sharing as an additional contact person for all Staff Assembly business.
c) Assume the duties of the Communications, Marketing, and Outreach Officer in his or her absence.
d) After completing the year as Communications, Marketing, and Outreach Officer-Elect, this person will serve as Communications, Marketing, and Outreach Officer for a period of one year.

7. CUCSA Second Year Delegate
a) Attend all Council of UC Staff Assemblies (CUCSA) meetings which occur quarterly and rotate between the various UC locations.
b) Take an active role on any CUCSA work groups or sub-committees.
c) Present verbal reports at general and Executive Board meetings regarding CUCSA business.
d) Conduct campus surveys as requested by CUCSA.
e) Strongly recommended that the incumbent has spent one year as a member of the Executive Board, or has been actively involved with Staff Assembly.

8. CUCSA First Year Delegate
a) Attend all Council of UC Staff Assemblies (CUCSA) meetings which occur quarterly and rotate between the various UC locations.
b) Take an active role on any CUCSA work groups or sub-committees.
c) Prepare campus summaries to present at upcoming CUCSA meetings. These should be completed a month in advance of the CUCSA meeting.
d) Assist the CUCSA second Year Delegate in the performance of his or her duties, including presenting verbal reports at general and Executive Board meetings regarding CUCSA business and conducting campus surveys as requested by CUCSA.
e) Work with the Advocacy, Engagement, and Recognition Officer to identify and nominate appropriate UCSF nominees for the CUCSA Leadership and Staff Excellence Awards.
f) After completing the year as CUCSA First-Year Delegate, this person will serve as the CUCSA Second-Year Delegate for a period of one year.
g) Upon application, this will be an appointed position by the Executive Board.

9. Advocacy, Engagement, and Recognition Officer
a) Attend all Regents meetings held in San Francisco and as many East Bay meetings as time permits. May also be asked to listen remotely if not able to be physically present.
b) Review the minutes from each Regents meetings (obtainable online) and present reports at general and Executive Board meetings.
c) Reach out and develop working relationship with the Staff Representatives to the Regents.
d) Reach out and develop working relationship with the UCOP Associate Director, Advocacy and the UC Advocacy Network.
e) Communicate and liaise with UCSF University Relations regarding issues important to staff
f) Work with the CUCSA Second Year Delegate to identify and nominate appropriate UCSF nominees for the CUCSA Leadership and Staff Excellence Awards.
g) This position is subject to review/approval by the Executive Board prior to elections.

10. Advocacy, Engagement, and Recognition Officer-Elect
a) Attend all Regents meetings held in San Francisco and as many East Bay meetings as time permits. May also be asked to listen remotely if not able to be physically present.
b) Review the minutes from each Regents meetings (obtainable online) and present reports at general and Executive Board meetings.
e) Assist the Advocacy, Engagement, and Recognition Officer in the performance of his or her duties, including sharing as an additional contact person for all Staff Assembly business.
f) Assume the duties of the Advocacy, Engagement, and Recognition Officer in his or her absence.
g) After completing the year as Advocacy, Engagement, and Recognition Officer -Elect, this person will serve as Advocacy, Engagement, and Recognition Officer for a period of one year.
c) This position is subject to review/approval by the Executive Board prior to elections.

11. Past Immediate Chair
a) Attend quarterly Staff Assembly sponsor meeting in an advisory capacity.
b) Liaise with Administrative Management Professional (AMP) group to determine support opportunities and engagement for symbiotic events and initiatives.
c) Advise the Executive Board in any matter of concern to the Staff Assembly.