

CALL FOR NOMINATIONS

USA Executive Board

2017-2018

In accordance with the constitution and by-laws of the University Staff Association (USA), the election committee now calls for nominations to the board for the term September 1, 2017 through August 31, 2018. Nominations are open from June 12-23, 2017 and may be submitted by USA members via e-mail to USA@uhcl.edu or written document mailed to the USA mail box 207. **Elections will take place July 3-14, 2017.** The new FY18 executive board will be announced at the general membership meeting on July 20, 2017.

All USA members are encouraged to nominate individuals who will be willing to serve—including yourself. Be sure to contact your nominees first to ensure each is willing to serve and accept the nomination. All newly elected board members are required to attend the annual transition retreat.

Fill in names of those you are nominating beside the appropriate position and email to USA@uhcl.edu, or mail to UHCL mail box 207 by 5:00pm, on June 23, 2017.

The following board positions are open for nomination:

President: _____

Vice President/Pres.-Elect: _____

Corresponding Secretary: _____

Recording Secretary: _____

Treasurer: _____

Treasurer Alternate: _____

Archivist: _____

Archivist Alternate: _____

(2) PBC Alternates: _____

(2) FSSC Alternates: _____

(2) ULC Representatives: _____

(2) ULC Alternates: _____

Welcome and Outreach Chair: _____

Scholarship Committee Chair: _____

Fundraising Committee Chair: _____

Professional Development Committee Chair: _____

Program Planning Committee Chair: _____

Nominated by: _____ (Printed Name)

(Signature)

USA Executive Board Position Descriptions

Positions open for election to the 2017-2018 Board

President

Duties: a. preside at all USA meetings, including executive board meetings, and provide an agenda to all members prior to the meetings; b. call special meetings as necessary; c. represent the USA on the University Council; d. represent the USA on the UH System Staff Executive Council (USSEC); e. function as a liaison to other organizations and entities; f. transmit information from the University Administration and Shared Governance to the membership; g. fulfill any other duties as prescribed by the governing document or as directed by the USA; h. ensure that all members have an opportunity to address the organization during meetings.

Vice President/President-Elect

Duties: a. replace the President when the President is unable to perform his or her duties; b. be responsible for organizing speakers, sponsors, and programming at meetings, according to the President's direction; c. assist the President in the performance of his or her duties, as needed and requested by the President; d. keep abreast of USA issues and goals in preparation for the assumption of the Presidency in the following year; e. represent the USA on the University Council; f. represent the USA on the UH System Staff Executive Council (USSEC); g. serve as chairperson of the Spring Break Break committee; h. become the President at the end of the current President's term.

Corresponding Secretary

Duties: a. conduct the correspondence of the organization; b. perform all mailings; c. assist the President in organizing the annual USA planning session; d. handle nominations and election duties as described in Article V and VI in this document; e. coordinate nominations and ballots for the Employee of the Quarter Program.

Recording Secretary

Duties: a. maintain a current list of USA members; b. record, post to the USA server, and distribute minutes of the executive board meetings; c. record, post to the USA server, and distribute minutes of the general membership meetings; d. handle physical inventory of USA university property.

Treasurer

Duties: a. maintain and safeguard all moneys of the organization; b. maintain accurate records of all transactions; c. pay all bills as directed by the President; d. report on the state of the treasury at all general membership and executive board meetings; e. have experience with the UHCL financial system.

Treasurer Alternate

Duties: a. serve as a non-voting member of the Fundraising Committee; b. assist the Treasurer in his or her duties; c. assume the duties of the Treasurer when the Treasurer is not available; d. become the Treasurer at the end of the current Treasurer's term; e. have experience with the UHCL financial system.

Archivist

Duties: a. be responsible for collection and categorization of all USA-related materials in an organized, well-defined manner; b. be the official USA photographer; c. provide documentation of all USA events in a media suitable for reference and viewing (i.e. photography, scrapbook, memorabilia); d. provide a central, accessible location for archived files to the USA board members; e. provide necessary data/history for news articles and publicity for USA.

Archivist Alternate

Duties: a. assist the Archivist in his or her duties; b. assume the duties of the Archivist when the Archivist is not available; c. become the Archivist at the end of the current Archivist's term.

☐ **PBC Alternates (2 vacant positions)**

Duties: The Planning and Budgeting Committee (PBC) shall have the responsibility for coordinating all university wide planning and budgeting activities as well as oversight of university assessment and fundraising. The PBC will review and recommend to University Council (UC) the various plans and their associated resource needs.

☐ **FSSC Alternates (2 vacant positions)**

Duties: The Facilities and Support Services Committee (FSSC) shall have the responsibility for dealing with issues involving facilities, space, parking, computing and the library.

☐ **ULC Representatives (2 vacant positions)**

Duties: The ULC shall make recommendations on these matters to the University Council. Specifically, the responsibilities of the ULC are as listed below: i. University-wide policies; ii. Student policies; iii. Safety, health, and quality of life issues. e. Standing Subcommittees of the ULC include: i. Hugh P Avery Award Selection

☐ **ULC Alternates (2 vacant positions)**

Duties: The University Life Committee (ULC) shall consider all matters relating to personnel and to student life in the university community.

☐ **Welcome and Outreach Chair**

Duties: shall plan all welcome and outreach events. The committee will welcome all new USA members and invite them to the next USA meeting.

☐ **Scholarship Committee Chair**

Duties: shall call for applications from those USA members pursuing academic programs at this or other institutions. The committee shall make scholarship awards as determined by the applications. The Scholarship Committee Chair shall also serve on the Jean Nettles and William A. Staples Scholarship Committees.

☐ **Fundraising Committee Chair**

Duties: shall plan all fundraising events including the breakfast table, Harvest Fair, or any other fundraiser decided on by the committee and Executive Board. The Treasurer Alternate shall serve as a non-voting member of this committee.

☐ **Professional Development Committee Chair**

Duties: shall plan all professional development events.

☐ **Program Planning Committee Chair**

Duties: shall be responsible for programs and events such as staff luncheons, and any other projects, programs, and events decided on by the committee and Executive Board. All program and event ideas shall be brought before the Executive Board for approval or recommendation prior to any action being taken.