

SECTION III: EXECUTIVE COMMITTEE

A. The COSA Executive Committee will consist of the following elected officers:

1. Chair
2. Chair-Elect
3. Secretary
4. Parliamentarian
5. Treasurer
6. Public Relations Officer
7. Immediate Past Chair
8. Director of Human Resources, Ex Officio Representative

B. Executive Committee Officer Responsibilities and Duties

1. Chair

- i. Responsible for conducting all COSA monthly meetings and Executive Committee meetings, and shall confer with and report regularly to the President of the University.
- ii. Attends monthly meetings of the Faculty Senate, Faculty Senate Academic Scheduling & Procedures Committee, Planning and Budget Council, and the University System of Georgia Staff Council (USGSC), or appoints alternate Representatives.
- iii. Serves as the primary contact and designated Representative to the USGSC for VSU.
- iv. Coordinates with the Secretary to have the meeting agendas prepared and distributed.
- v. Oversees issues and concerns related to membership and attendance in collaboration with the Parliamentarian.
- vi. Notifies COSA Representatives in writing if the COSA Member has missed an excessive number of meetings.
- vii. Keeps the COSA membership and University staff informed on various projects.
- viii. Appoints Representatives to various University committees.
- ix. Prepares annually, or more often if necessary, a report of the activities of COSA.

2. Chair-Elect

- i. Assists the Chair and performs the duties of the Chair in the absence of the Chair.
- ii. Attends Executive Committee meetings and COSA monthly meetings as a voting Representative.
- iii. Serves as Chair of the Professional Development Committee.
- iv. Serves as the secondary Representative to the shared University governance body.
- v. Serves as the secondary contact and designated Representative to the USGSC for VSU.
- vi. Attends the USGSC meetings, or appoints alternate Representatives.

3. Secretary

- i. Records meeting minutes, a r VSU€ta non s + destri uted! C

4. Parliamentarian

- ii. Maintains the latest version of Robert's Rules of Order, which are used to conduct the meetings.
- iii. Attends Executive Committee meetings and COSA monthly meetings as a voting Representative.
- iv. Monitors Representative attendance at meetings for the purposes of quorum.
- v. Serves as Chair of the Policy Committee and the Elections Committee.
- vi. Reviews the Bylaws annually and updates as necessary with the Policy Committee.
- vii. Oversees issues and concerns related to membership and attendance in collaboration with the Chair.

5. Treasurer

- i. Maintains records and distributes information as it pertains to COSA finances.
- ii. Attends Executive Committee meetings and COSA monthly meetings as a voting Representative.
- iii. Responsible for receiving and disbursing COSA funds. Verifies funds and signs completed service request forms from Chair, Chair-Elect, and Secretary before submission to printing, warehouse, central supplies, and other entities. Purchases supplies as needed. Makes deposits in Foundation accounts.
- iv. Implements the audit of the financial records of COSA and provides audited records to the new Treasurer.

6. The Elections Committee may fill a vacancy by appointment until the next general election; however,

- C. The Social Recognition & Public Relations Committee: Chaired by the Public Relations Officer, will act as a liaison between the Council of Staff Affairs and the campus community. This committee is responsible for planning and/or supporting staff appreciation events and social events on an annual basis. The committee is responsible for publicizing all events for the Council on Staff Affairs as well as providing information and resolutions made by the Council on Staff Affairs to the campus.
- D. The Professional Development Committee: Chaired by the Chair Elect, is responsible for providing forums for recognizing the contribution of full-time employees to the University as well as to promote the professional development of full-time employees by providing programs and services designed to

SECTION VIII: UNIVERSITY SYSTEM OF GEORGIA STAFF COUNCIL