Vice Chair

General Description
The Vice Chair shall serve as Chair of the Campus Chairs Committee and is a member of the Executive Committee. The Vice Chair shall conduct meetings and represent the Assembly in the absence of the Chair. The Vice Chair will preside over annual standing committee formation.

Term - Two years. October to October (Odd year election)

Specific Duties and Responsibilities
- Preside at all meetings of the Chairs Committee. Develop agenda for these meetings in consultation with the Chair of the Staff Assembly.
- Oversee the process of committee formation to ensure adequate membership on each standing committee.
- Attend assembly functions and events.
- Attend monthly Executive Committee meetings.
- Perform other duties as assigned by the Chair.

Qualifications
- Active voting member of the assembly.
- Demonstrated leadership skills through record of responsible service to the assembly.
- Knowledgeable about the programs and activities of the Assembly.
- Ability to communicate effectively in oral and written form.
- Demonstrated ability to exercise good judgment.
- Fair, reasonable and impartial.
- Ability to be an effective facilitator.
- Committed to serving the common interests of the Assembly.
- Flexibility in scheduling.
- Flexibility in traveling.
- Ability to maintain day to day operation of principal job functions while functioning in the capacity of Vice Chair.
- Good working relationship with management and flexibility in job responsibilities.

Time Commitment Required
1. Monthly meetings:
   a. Executive Committee: 2 hours monthly
   b. Chairs’ Committee: 2 hours monthly
   c. Special called meetings: 1 hour monthly (varies)
   d. Standing Committee formation: 24 hours annually
2. Meeting Preparation: 4 hours monthly
3. Meeting Minutes Preparation/Review: 1 hour monthly
4. Research and Investigation/ Reports: 2 – 4 hours monthly
5. Communication and Coordination: 4 hours monthly

Expense Policy
It is the policy of the assembly to reimburse the Vice Chair for all assembly-related travel, according to established travel guidelines by the office of OSP and General Administration consent. Reimbursement is subject to only the requirements to fulfill the duties of the office of Vice Chair.