

4.4.2 Chair responsibilities

The Chair:

- assures the smooth and effective operation and maintenance of the assembly;
- presides over meetings of the assembly;
- delegates responsibilities as needed to accomplish the duties of the office and the goals set forth in the this Charter and associated Bylaws;
- conducts, in conjunction with the Vice Chair for Internal Operations, an orientation meeting with all the chairs of the assembly's standing and ad hoc committees at the beginning of each session of the assembly;
- appoints chairs for each of the assembly's committees;
- transmits notice of the actions and recommendations of the assembly;
- reports periodically to the assembly on the disposition or current status of its actions and recommendations; and,
- serves as spokesperson of the assembly, corresponds with the President of the University, enumerating actions taken by the assembly, and submits an annual year-end report to the University President.

4.4.3 Executive Vice Chair responsibilities

The Executive Vice Chair:

- assists the Chair as needed;
- chairs the meetings of the Executive Committee and distributes the agenda and meeting materials for regular and special meetings of the assembly;
- reviews minutes prepared by the Office of the Assemblies and distributes drafts to assembly members;
- notifies individuals and units directly affected by pending business of the assembly or its committees;
- serves on the PawPrint Editorial Board;
- arranges for advertising, poster, email campaigns and outreach programs; and,
- presides in the absence of the Chair.

Notification of to affected parties includes:

1. the chief contact for the for the resolution or committee action being undertaken; and,
2. the charge to the committee conducting the business and the dates of meetings when the business will be considered, if applicable.

4.4.4 Vice Chair for Internal Operations

The Vice Chair for Internal Operations:

- chairs the Internal Operations Committee;
- monitors and supervises the operations of the assembly's committees and the assembly's appointees to other committees;
- advises committee chairs on issues of process and directs inquiries as needed;
- receives nominations and expressions of interest in membership in the Assembly and presents slates of candidates to fill incidental vacancies as needed;
- conducts, in collaboration with the Chair, an orientation meeting at the beginning of each election year, with the chairs of each of the assembly's standing and ad hoc committees; and,
- presides in the absence of the Chair and Executive Vice Chair.

The agenda of the orientation meeting includes:

1. dissemination of written and verbal guidelines which articulate expectations for committee members and principles for efficient operation of committees;
2. continual communication with the Chair and Vice Chair for Internal Operations of the assembly;
3. the writing and conveyance of committee minutes to the assembly;
4. the setting of priorities for committee study/action;
5. the advisory role of the committee;
6. the method for action/resolutions/concerns to be addressed to the assembly;
7. the importance of efficient use of committee time;
8. a review of each committee's charge;
9. the hierarchy for reporting and taking action (chain of command);
10. the expectations for how the committee should function;
11. the content, function and time frames for annual and final reports; and,
12. the expected date of the final report for all ad hoc committees.

4.4.5 Vice Chair for Communications

The Vice Chair for Communications:

- chairs the Communications Committee;
- develops and executes communications plans for significant assembly actions, projects, and initiatives; and,
- prepares and distributes the quarterly Employee Assembly E-News email newsletter.

4.4.6 Vice Chair for Finance responsibilities

The Vice Chair for Finance:

- oversees and tracks the finances of the assembly with assistance of the Office of the Assemblies;
- monitors financial statements and authorizes expenditures in consultation with the other officers of the assembly;
- reports periodically to the assembly on the status of the funds;
- prepares a yearly expenditure report outlining the use of funds for the past fiscal year; and,
- prepares the annual fund request and budget proposal, creating reports as necessary for the Vice President of University Communications.

4.4.7 Parliamentarian

The Parliamentarian:

- assures that meetings follow procedures found within this Charter and the Bylaws of the assembly and rules on questions and disputes related to interpretation of those rules.