Overview of Positions

Executive Committee (nominated and elected by members of the SRG)

- **Chair (1 year term, 3 maximum terms)**
  o Schedule and conduct all SRG meetings
  o Prepare meeting agenda
  o Review and edit minutes prior to distribution
  o Serve as representative to the University-wide Staff Council and report on their business
  o Review SRG representative apportionment and ensure each department has adequate representation
  o Schedule and organize annual Progress Report meeting with the Senior Vice President for External Affairs
  o Meet with Vice Chair prior to each meeting to prepare agenda
  o Collaborate with the Division’s Employee Recognition Party planning committee.
  o Eligibility: Candidates for this position are advised to serve on the SRG for a minimum of one year before accepting a nomination.

- **Vice Chair (1 year term, 3 maximum terms)**
  o Assist Chair with duties relating to the SRG
  o Serve as a proxy for the Chair in their absence
  o Secure and schedule meeting venues
  o Organize and attend annual Progress Report meeting with the Senior Vice President for External Affairs
  o Meet with Chair prior to each meeting to prepare agenda
  o If a unit does not elect an SRG representative, this position will disseminate information to that unit, but will not have privileges to vote on their behalf.
  o Eligibility: Candidates for this position are advised to serve on the SRG for a minimum of one year before accepting a nomination.

- **Secretary (1 year term, no term limits)**
  o Take and organize minutes
  o Maintain attendance record
  o Maintain SRG record archive
  o Distribute meeting materials
  o Eligibility: Candidates nominated for this position can come from the current SRG or outside the group and serve as a voting at-large member.
Departmental Representative

- **SRG Member (2 year term, term limits are made at the discretion of the SRG)**
  
  o Attend and participate with regularly scheduled meetings (7 total per year)
  o Disseminate important information to respective departmental constituents as needed
  o Serve on a standing committee
  o Serve as a point of contact for the SRG for your respective departmental constituents
  o Supply content to the Division Newsletter as needed
  o Adhere to attendance policy as outlined in §8H of the Division of External Affairs Staff Representative Group Bylaws
  o Conduct elections for replacement reps for respective department(s)
  o Eligibility: Any regular classified, non-contract employee in the Division of External Affairs can be elected as an SRG representative.

Standing Committees (volunteers from the SRG)

- **Gator-Hater Breakfast Planning Committee**

  o Communications – Oversee the creation and distribution of email communications promoting this event (i.e. Save-the-Date flyer and final One-sheet invitation). Work closely with Social Media coordinator for further event promotion.
    
    ▪ Qualifications: Strong desktop publishing skills
  
  o Décor – Oversee the overall “look” of the event, secure decorations, and organize setup and breakdown of event materials
    
    ▪ Qualifications: Event planning background
  
  o Food/Venue – Secure beverage service and additional décor through Campus Catering. Research and secure a venue for the event.
    
    ▪ Qualifications: Event planning background
  
  o Door Prizes – Organize and collect all donated door prizes. Compose and distribute any pre and post event correspondences to door prize donors (i.e. formal donation requests and thank you letters).
    
    ▪ Qualifications: Strong writing and organization skills
  
  o Social Media – Oversee event promotion through the Gator-Hater Fan Page on Facebook. This includes page maintenance and moderation. Work closely with the communications coordinator to ensure consistent promotional message. Secure volunteer photographer.
    
    ▪ Qualifications: Strong social media skills
- **Division Newsletter**
  
  o Content – Secure and compose content for publication in the newsletter. Collaborate with the layout coordinator to ensure that a quality product is produced.
    
    ▪ Qualifications: Strong writing skills and print publication experience
  
  o Layout – Design the overall layout for the newsletter. Collaborate with the content coordinator to ensure that a quality product is produced. Obtain final design approval from Public Affairs and coordinate distribution with the Office of the Senior Vice President for External Affairs.
    
    ▪ Qualifications: Creativity and desktop publishing skills

- **Website Liaison**
  
  o Collaborate with an External Affairs IT representative regarding development and maintenance of the SRG website.
    
    ▪ Qualifications: Working knowledge of web-design and site management