

## Overview of Positions

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

- **Chair (1 year term, 3 maximum terms)**
  - Schedule and conduct all SRG meetings
  - Prepare meeting agenda
  - Review and edit minutes prior to distribution
  - Serve as representative to the University-wide Staff Council and report on their business
  - Review SRG representative apportionment and ensure each department has adequate representation
  - Schedule and organize annual Progress Report meeting with the Senior Vice President for External Affairs
  - Meet with Vice Chair prior to each meeting to prepare agenda
  - Collaborate with the Division's Employee Recognition Party planning committee.
  - 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)**
  - Assist Chair with duties relating to the SRG
  - Serve as a proxy for the Chair in their absence
  - Secure and schedule meeting venues
  - Organize and attend annual Progress Report meeting with the Senior Vice President for External Affairs
  - Meet with Chair prior to each meeting to prepare agenda
  - 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.
  - 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)**
  - Take and organize minutes
  - Maintain attendance record
  - Maintain SRG record archive
  - Distribute meeting materials
  - 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)**
  - Attend and participate with regularly scheduled meetings (7 total per year)
  - Disseminate important information to respective departmental constituents as needed
  - Serve on a standing committee
  - Serve as a point of contact for the SRG for your respective departmental constituents
  - Supply content to the Division Newsletter as needed
  - Adhere to attendance policy as outlined in §8H of the Division of External Affairs Staff Representative Group Bylaws
  - Conduct elections for replacement reps for respective department(s)
  - 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**
  - 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
  - Décor – Oversee the overall “look” of the event, secure decorations, and organize setup and breakdown of event materials
    - Qualifications: Event planning background
  - Food/Venue – Secure beverage service and additional décor through Campus Catering. Research and secure a venue for the event.
    - Qualifications: Event planning background
  - 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
  - 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**

- 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
- 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**

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