Article VI - Officers

Section 1 ? Requirements

The chair and vice chair (or co-chairs) must be current representatives of SSC and have served on SSC for at least one year.

Officers shall be elected or appointed in accordance with the provisions of these Bylaws.

Section 2 ? Titles

There shall be a chair, vice chair, treasurer, and secretary, all of whom shall be officers of SSC. Two member representatives may serve as ?co-chairs? if such arrangement is approved by a two-thirds majority vote of SSC.

Section 3 ? Duties

Officers shall carry out their respective duties as follows:

Chair: The chair shall carry out the following duties:

- Preside at all SSC and executive committee meetings.
- Enforce the Bylaws.
- Serve as a spokesperson for SSC, unless otherwise delegated to another SSC representative.
- Prepare agendas for regular and special SSC meetings, in cooperation with the executive committee.
- Organize regular meetings of the officers and full SSC with the president (or the president's designee).
- Assist the treasurer to review and approve SSC expenses and budget summaries.
- Retain ex officio representation on SSC.
- The chair shall carry out other duties as assigned.

Vice Chair: The vice chair shall carry out the following duties:

- Coordinate and relay all necessary information to newly elected representatives and their supervisors.
- Gather all new representative information for relevant SSC activities and functions.
- Arrange for guest speakers in cooperation with the executive committee.
- Perform the duties of the chair in the chair's absence.
- Serve as interim chair in the event of the chair's extended absence.

- Assist in the elections process when it is possible to do so in a disinterested manner.
- Assist the chair in all other duties as requested.
- The vice chair shall carry out other duties as assigned.

Secretary: The secretary shall carry out the following duties:

- Publish SSC and executive committee agendas and make each available to SSC representatives and executive committee respectively.
- Prepare and publish SSC and executive committee meeting minutes and make them available to SSC representatives. Publish approved minutes on the SSC website.
- Prepare correspondence or documents as requested by SSC.
- Call roll as the first item on the agenda.
- Keep and monitor attendance records.
- Assist in the elections process when it is possible to do so in a disinterested manner.
- The secretary shall carry out other duties as assigned.

Treasurer: The treasurer shall carry out the following duties:

- Prepare and/or review documents related to fiscal and financial matters of SSC, including the annual budget request, and monthly, quarterly, and year-end financial reports and statements.
- Maintain complete and accurate records of SSC expenses.
- Make reports of the financial status of SSC available as directed by the executive committee.
- The treasurer shall carry out other duties as assigned.

Attachments:
Video:
Images:
Groups audience:
System Staff Council

Source URL: http://www.cu.edu/ssc/bylaws-university-colorado-system-administration-staff-council/article-vi-officers