



STAFF COUNCIL

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A. The chair shall:

1. Be responsible for the agenda for each regular and any special meeting.
2. Preside at all meetings and enforce all regulations and policies governing the procedures of the UCSC.
3. Appoint necessary committees.
4. Prepare a report to be presented by the chair or a designee of the chair at the regular meetings of the Board of Regents.
5. Be responsible, with the Executive Committee, for setting the budget.
6. Appoint and supervise the recording secretary.
7. Oversee and approve UCSC record-keeping and communications.
8. Be responsible for calling Executive Committee meetings as needed.
9. The chair is only allowed to vote in the event of a tie or to fulfill quorum requirements.

B. The vice chair shall:

1. In the absence of the chair, have all the powers, prerogatives and responsibilities of the chair.
2. Assist the chair with committee assignments and activities, and in setting UCSC priorities.
3. Serve as UCSC parliamentarian following Robert's Rules of Order.
4. Be responsible for the UCSC Service Excellence Awards (SEA) process.

C. The treasurer shall:

1. Work as part of the Executive Committee to set a budget.
2. Provide a treasurer's report at each UCSC meeting.
3. Authorize and record all expenditures.

D. The secretary shall:

1. Record the proceedings of UCSC and Executive Committee meetings.
2. Prepare and distribute the meeting minutes to UCSC members.
3. Assist the chair with other duties as assigned.