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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. If no nominees meet this criteria, then a member of less than one year may serve in these positions. 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).
- Coordinate and relay all necessary information to newly elected representatives and their supervisors with the assistance of the HR ex-officio.
- 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:

- Arrange for guest speakers in cooperation with the executive committee.
- Work with the Communications Committee to manage the nominations process for the President's Employee of the Year Award.
- 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:

- Prepare SSC and executive committee meeting minutes.
- 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.

Groups audience:
System Staff Council

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