

## SCR Committee Representation

### **Executive Committee | Members: Co-Chairs, Treasurer, Secretary, Communications Chair**

- **Co-Chairs | 2 Members**

**Alternately preside over staff council meetings. As convener, distributes agenda, opens and closes meeting, announces order of business and facilitates discussion and voting.**

- **Communications Committee | 3 Members**

Maintain SCR website, SCR bulletin board in the Staff & Faculty Lounge, electronic calendar, issue quarterly newsletter with staff spotlight, design and distribute communications and take photos at council events. Develop strategies to keep lines of communication open with all staff members and SCR.

- **Secretary | 1 Member**

Coordinate all administrative needs for council. Record and distribute minutes for all meetings (minutes@pitzer.edu), track council Task List, Roster and Accomplishments List, Committee Assignments List, organize and maintain SCR e-files and archives in the G drive. Facilitate new representative orientation.

- **Treasurer | 1 Member**

Track expenditures and maintain SCR Budget, including SCR general fund and Staff Training & Professional Development Fund. Provide regular updates to council on fund status.

### **Staff Training & Professional Development Committee | 3 Members (One Lead)**

Review applications for Staff Training & Professional funds, notify applicants of award status and track expenditures. Ensures that all required documentation for fund processing is submitted by applicant within 30-day window.

### **Events Committee | 3 Members (One Lead)**

Plan SCR events, including two Staff Council Meetings and the annual new council retreat/orientation.

### **Staff Advocacy Committee | 3 Members (One Lead)**

Monitor SCR Suggestion box; record requests, suggestions and comments and forward to appropriate department, where applicable, as approved by council. Stay abreast of changes to staff policy, benefits, or any policies that would impact the staff community as well as coordinate follow-up for the Staff Strategic Plan and preparation for next plan; Maintain open lines of communication with the Faculty Executive Committee (FEC) as needed.