

STAFF ASSEMBLY – STAFF REGENT

The mission of the Staff Assembly is to contribute to the success of Gonzaga University, to the growth and welfare of its employees, and to the promotion of a positive and supportive work environment. The Staff Assembly is to be a consultative and deliberative body with authority to make recommendations on all matters that have a significant bearing on the working environment of the staff.

It is the direction and input from all members of the Staff Assembly that will drive the assembly to its next level of achievements. It is our duty to continue to shape an organization that will build an excellent work environment for all staff members of Gonzaga University.

In an effort to help fulfill the mission of the Staff Assembly, the Staff Assembly asked the Administration for and was granted two Staff Regents. The Staff Regents are expected to serve a three-year term. These terms will be staggered. Following is a description of the duties of the Staff Regents.

Qualifications

1. At least three years employment at Gonzaga
2. Knowledge of the Staff Assembly, prior experience as council or committee member preferred
3. Available to attend all local Regent and joint Trustee/Regent meetings, and activities

Finalists will meet with the Executive Council as a part of the selection process. Top three candidates will be submitted to the President for final submission to the Board of Trustees. Trustees determine the final selection.

Duties:

- Attend all local Regent and joint Trustee/Regent meetings (usually three times per year in April, July and October).
- Attend Trustee/Regent Committee meetings as per assignment to those committees (usually three times per year in April, September and October).
- Meet with Staff Assembly Executive Council before and after each Regent or joint Trustee/Regent meeting.
- Attend any social events such as luncheons, dinners and receptions that you are invited to as a Staff Regent. These events will generally take place during the lunch hour or evening and you must be willing to attend these events on your own time.
- Report on the Staff Regents' activities, concerns and/or other issues pertinent to the committee's direction each time you attend a Staff Assembly Executive Council meeting.
- Address concerns and issues appropriate to the Staff Assembly mission and other concerns from the Staff Assembly Executive Council.
- Staff Regents have full voting rights at the Regent, joint Trustee/Regent meetings and committee meetings.

It will be necessary for Staff Regents to update both the President and Vice President of the Staff Assembly on any issues and/or concerns derived from attending the Trustee and Regents' meetings. It will be the determination of both the President and Vice President of the Staff Assembly, jointly, whether or not information is to remain private or public and if it should be brought to the attention of the Executive Council Members. However, Staff Regents may be required to maintain the confidentiality of some Trustee/Regent deliberations.

Application process:

- Fill out the Staff Regent Application.
- Submit the application to the Staff Assembly President, Vice President or Nominations and Elections Chair, Co-Chair or Committee member.
- The Staff Assembly Executive Council, Nominations, and Elections committees will narrow the applicants to a field of three.
- These three applications will be given to Mike Herzog, Liaison between the Staff Assembly and the administration. The President will make the appointment, subject to confirmation by the Board of Trustees.
- The appointment will be made sometime between the July and September meetings.

STAFF REGENT APPLICATION

Name _____

Department _____

Position _____

AD or MSC Box Number _____ Phone _____

Please answer the following questions. Please submit answers on a separate sheet.

1. What is your understanding of the mission of the Staff Assembly?
2. Why do you want to be a Staff Regent and what contributions could you make if you were to be selected?
3. What experience do you have that you feel would make you an effective Staff Regent?
4. List any experience working with boards, committees and community groups that you feel apply to this position.
5. A Staff Regent must communicate often with the Staff Assembly Executive Council and with the Staff Assembly Vice President and President. How do you propose to do this?
6. It is very important that you attend all local Regent and joint Trustee/Regent meetings and all Staff Assembly Executive Council meetings that you are invited to attend. In total there will be approximately three joint meetings, scheduled committee meetings and six Staff Assembly meetings resulting in approximately a 40 hour annual time commitment during normal working hours and approximately 8-10 of your own time per year. Are you willing and able to attend all of the meetings necessary?
7. Due to the time commitment and the importance of this position it is required that your supervisor sign off that you will be able to attend all of the meetings. Please submit the attached Supervisor Sign-off Sheet for Staff Regents.

SUPERVISOR SIGN-OFF SHEET FOR STAFF REGENTS

Applicants Name _____

Applicants Position _____

Applicants Department _____

I have read the position description for Staff Regent. I realize that if appointed, the employee named above will be required to attend approximately three joint meetings, three scheduled committee meetings and Staff Assembly meetings as scheduled throughout the year, which would be an annual time commitment of approximately 40 hours. I also realize that the appointment of Staff Regent is a three-year commitment. Human Resources will verify that all levels of supervisor have signed this form.

Leads, Supervisors, Managers, Directors, and Deans, your signature below gives your permission and support for the above named employee to attend any and all meetings that are necessary for performance of Staff Regent duties.

Name _____

Position and Relationship to Applicant _____

Signature _____ Date __/__/____

Name _____

Position and Relationship to Applicant _____

Signature _____ Date __/__/____

Name _____

Position and Relationship to Applicant _____

Signature _____ Date __/__/____

Name _____

Position and Relationship to Applicant _____

Signature _____ Date __/__/____
