

## **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 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 assembly 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.

### **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 and it's Nominations and Elections committee will narrow the applicants to a field of three.
- These three applications will be given to Dan Berryman, 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.



## 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 \_\_/\_\_/\_\_