

# **Staff Advisory Committee Charter**

## **The Bellisario College of Communications**

**Mission Statement:** The Staff Advisory Committee's mission is to promote community, provide professional development opportunities, and represent the interests of all Staff in the Bellisario College of Communications. The committee will provide feedback and make recommendations to the Dean to include those that aim to enhance the work environment, improve workflow and communication, and develop best practices and procedures within the college and each department.

### **Goals and Objectives**

- Provide a voice for the staff on issues of concern.
- Encourage more open communications.
- Develop an outlet for suggestions on improving workplace issues.
- Increase networking opportunities and other staff activities.
- Improve climate and community with in staff.
- Enhance professional development and team building opportunities.
- Coordinate staff awards process.

### **Meetings**

- A chair will be voted to accommodate agenda and forward movement.
- It is the responsibility of the members to solicit ideas from their unit.
- Meetings will be held every other month or as necessary to address issues and concerns of the staff.
- Meetings with the Dean will be on request.
- It is expected that members will be present at as many meetings as feasible and actively participate in discussion.

### **Membership**

- The goal is to carry a representative from each functional area of staff.
- Committee members will serve a 2-year term minimum on a rotating calendar year basis, beginning Jan 2017.
- Membership will be a minimum of 6 and a maximum of 10.
- Nominations are expected to come from outgoing members and should be another representative from within their unit.
- Ex-officio member will serve to facilitate communications between the committee and the Dean or Chair will serve this position.
- Inactive members may be asked to resign.

### **Voting**

- Voting will occur for all major decisions.
- All motions will be passed by a simple majority vote.