

Responsibilities of Staff Senators

Each staff association elects a number of senators based on the number of staff represented by that association (from two to five). Senators serve three year terms, typically staggered within each association.

- Attend monthly meetings: Third Thursday of each month at noon (except December)
 - Can't attend? Send notice to the Secretary so you will be marked excused in the minutes; If we are voting on a resolution, send an Alternate in your place
- Serve on at least one of our four standing committees
 - Communication manages our listservs, website, social media, and staffs outreach events like the Wellness Fair and Staff Appreciation Day
 - Elections & Nominations conducts our annual election for officers and vacancies on University Council, commissions, and committees, and reach out to unrepresented areas of the university to assist in forming staff associations
 - Policies & Issues explores issues affecting staff, draft resolutions for the Senate to vote on to solve those issues, and reviews and updates our bylaws and constitution
 - McComas Leadership Seminar plans our annual daylong seminar for staff employees
- Communicate issues discussed in Staff Senate to your constituents and raise issues from those constituents in Staff Senate
- Serve in university governance through membership on University Council, commissions, committees, task forces, search committees, Senate ad hoc committees, and other university-wide groups

Responsibilities of Staff Senate Alternates

Each staff association can decide how to select alternate senators and how many alternates to select. Some associations elect an alternate for specific senators, some have a pool of alternates who can serve when needed. Associations can choose how long alternate terms are, usually one or three years.

- Attend monthly meetings in place of senators when they must be absent
 - All Senate meetings are always open, so you may attend any meeting even when not substituting for a senator
- You may serve on a Senate standing committee
- Communicate with your staff associations senators in case you need to substitute when a vote is taken
- Most governance positions open to senators are also open to alternates

Responsibilities of Staff Senate

- Staff Senate will regularly communicate to its membership issues and concerns brought to the Senate, through meeting agendas and minutes, emails to our various listservs, and summaries from other bodies on which we serve
- Staff Senate will simplify participation in shared governance for staff on our extended campuses outside of Blacksburg
- Staff senate will bring concerns and issues of staff to university administrators through shared governance bodies, direct meetings, written reports, and resolutions voted by the Senate
- Staff Senate will facilitate meetings of staff association leadership for sharing best practices, hearing concerns from staff, and improving communication among units of the university