

## **CHAIR-ELECT**

### **Summary of Primary Duties:**

Shall assist the Chair, perform the duties of the Chair in his/her absence. The Chair-Elect shall also serve as the chair of the Welfare Committee, which involves facilitating the development of job skills, compensation, benefits, and welfare of all staff employees of the University

### **Term of Office:**

The Chair-Elect will be elected by and from the COSA membership to serve a one (1) year term followed by a one (1) year term as Chair and a one (1) year term as Past Chair.

### **Time Requirements:**

This position requires approximately twelve hours each month.

### **Primary Duties and Responsibilities:**

1. Attends monthly COSA Executive Committee meeting
2. Attends monthly COSA meeting
3. Attends Faculty Senate and Administrative Council meetings on behalf of the Chair
4. Attends COSA on the Move meetings
5. Serves as Welfare Committee Chair which oversees the following subcommittees:
  - a. Retirement Walkway and Employee Recognition Committee
  - b. COSA on the Move
  - c. Staff Development Subcommittee
6. Serves as Chair of the Staff Appreciation Day committee
7. Serve as the official liaison between the subcommittees of the Welfare Committee and the Executive Committee
9. Other tasks as needed

### **Secondary Duties and Responsibilities**

10. Prepares and distributes agenda for Welfare Committee meetings
11. Prepares Welfare Committee's Quarterly Report; a paper copy is given to the Chair and a summary is presented to the Council
12. Researches employee recognition endeavors from other Universities

### **Useful Knowledge, Skills, and Abilities**

- Knowledge of the COSA Bylaws and Policy & Procedures Manual
- Knowledge of Robert's Rules of Order
- Strong organizational skills
- Ability to articulate and communicate messages to a large diversity of people
- Ability to motivate organizations or departments to help with projects