



PSO Vice Chair Handbook

Updated: Spring 2018

Officer Duties per Current Bylaws

Vice Chair shall:

- A. Assume the duties and responsibilities of the Chair in the event of absence or disability.
- B. Oversee process of nomination and election of officers.
- C. Perform other duties as may be assigned by the Chair or Officer Council.

Responsibilities

Attend Officers Council Meetings

1. Officer Council shall meet no less than four (4) times during each calendar year.
2. Meetings of officers can be conducted in person, via phone, or via email

Attend scheduled PSO meetings

1. The Professional Staff Organization Members will meet at least four (4) times per year; traditionally it is 6 meetings, plus PSO Social
2. PSO meeting responsibilities
 - A. Be knowledgeable of "Roberts Rules of Order"
 - B. Provide a campus wide calendar of events the PSO Officers Council believes all PSO members should be aware of

Oversee process of nomination and election of officers

1. In collaboration with the Digital Communications Officer set up time-line, correspondence and announcement schedule for PSO officer nominations and elections
2. At minimum, the process is five weeks in length from the opening of nominations to the closing of voting that, according to the by-laws, must start no later than April 1.
3. Advance preparation may take one or two weeks. Announcement of newly elected officers may be announced at a regularly scheduled meeting or via the PSO website.

Assume role of Chair in the event of absence

1. When necessary, the Vice Chair may need to take responsibility of attending meetings
2. When necessary, represent the PSO at events
3. When necessary, run regularly scheduled meetings in the absence of the Chair

Committee Service

1. Please see PSO Committee Handbook for more information
2. The Vice Chair has been asked to represent the PSO on several campus committees, which included:
 - A. FAC – Serves as Chair of the PSO observers group.
 - i. Coordinates meetings of fellow PSO FAC observers before and after the campus FAC meetings to discuss procedures and review findings.
 - ii. Prepares and presents PSO FAC observer recommendations to LCSC Administration
 - iii. presents to PSO members at a regularly scheduled meeting
 - B. CRC - Serves as a PSO representative on the CRC per request of the Vice President of Finance and Administration
 - C. President's Council – Attended on behalf of PSO Chair as scheduled and as needed

Represent PSO on Compensation Review Committee (CRC)

1. Each fall term, the President will nominate the PSO Chair and Vice-Chair as representatives to sit on CRC, which will meet monthly through the end of the academic year.
2. CRC was founded through a Presidential Guidance initiative and receives a new charge from the President each year. PSO representatives are expected to represent the interests of PSO and report back regularly to PSO about the work of the committee.
3. Learn more at the [CRC website](http://www.lcsc.edu/crc/) (Full URL: <http://www.lcsc.edu/crc/>)

Adhere to PSO ByLaws

1. Most recent copy of the PSO Bylaws is located online at on the [PSO page for Handbooks and Bylaws](http://www.lcsc.edu/pso/handbooks-bylaws/) (Full URL: <http://www.lcsc.edu/pso/handbooks-bylaws/>) and a hard copy is held by the Secretary
2. Bylaws govern all aspects of PSO business; it is recommended that the Vice-Chair become familiar with what the bylaws proscribe

Miscellaneous Duties

1. Review by-laws for procedural responsibilities/changes/etc.
2. Accept comments from PSO members to pass along to Officer Council for discussion
3. Work collaboratively with other PSO Officers as needed and requested to assist in their duties