



PSO Chair Handbook

Updated: Spring 2018

Officer Duties per Current Bylaws

Chair shall:

- A. Preside at all meetings of the Professional Staff Organization.
- B. With the approval of the Officer Council, appoint required subcommittees.
- C. Maintain lines of communication between the Professional Staff Organization, Officer Council, College President, Faculty Senate, and Classified Staff Organization.
- D. With the approval of the Officer Council, nominate representatives to College committees, as requested by the College President or other campus entities.
- E. Maintain most current copy of approved bylaws as well as proposals for bylaw revision.
- F. Perform other duties pertaining to the office of Chair.
- G. Serve as Past Chair for one year following last term served as Chair.
- H. Attend President's Council meetings and provide summary to membership.

Responsibilities

Plan and run PSO 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

Plan and run PSO Member's 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. Additional meetings may be called by the Chair/Officers as needed.
3. Meeting days and times will vary to accommodate varied employee work/training commitments (Example, alternating morning and afternoon meeting times)
4. Meetings are schedule for a 1-hour block.
5. Once meetings are scheduled:
 - a. Secretary is notified to schedule a campus room for meetings
 - b. Digital Communication Officer is notified to update meeting times on the PSO website
 - c. Digital Communication Officer is notified to send Outlook Calendar invite to members
6. Guidelines for Meeting Content:
 - a. Per the bylaws, meetings adhere to Robert's Rules
 - b. Standing items:
 - i. Secretary/Treasurer Report
 - ii. Digital Communication Officer
 - iii. Vice-Chair's Report
 - iv. Chair's Report
 - v. PSO Committees Reports

- c. Guest Speakers/Topics:
 - i. Officer's Council is responsible for soliciting and scheduling guest speakers for PSO Member's Meetings.
 - ii. Preferable topics deal with events or initiatives on campus or professional development
- d. Recommended to have either treats at the meeting or offer a door prize
- e. Chair prepares the agenda approximately 1-week prior to meeting and works with Digital Communications officer to have agenda emailed to members and posted on the website

Member of President's Council

NOTE: Scheduling of President's Council may change during 2018-2019 Term with start of Dr. Pemberton's presidency.

1. The President's Council is an advisory group to the president on both internal and external issues. It serves as a communication, consulting group.
2. President Council meets monthly during academic year, and a meeting invite will come from the President's Office
 - a. Chair attends to represent PSO
 - b. Chair may ask another PSO Officer to attend on his/her behalf
3. The Executive Assistant to the President provides meeting summary notes to all members of the President's Council. When those meeting notes are available, the Chair will ask the Digital Communications Officer notify PSO Members via email.

Solicit Committee Members

1. See PSO Committee Handbook for more information on requirements for Committees
2. Work with Digital Communications officer to solicit new members and contact previous/continuing committee members

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 Chair become familiar with what the bylaws proscribe

Keep PSO informed of issues on campus

1. As PSO Chair, the Chair will be privy to, or the recipient of, various pieces of information that may be useful to disseminate to PSO members. The Chair must use discretion when deciding whether a piece of information needs to be distributed to all members and should take ownership for the content and tone of the information.
2. PSO Chair should attend as many on-campus staff and faculty events as possible, or ask another officer to attend
3. The Chair will work with the Digital Communications officer to electronically get relevant information to PSO Members

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
4. When requested by administration, serve on various committees across campus as a representative of PSO