



*The University of Vermont*  
*Staff Council*

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*Serving as a voice and advocate for all staff at UVM, since 1971.*

## **STAFF COUNCIL APPOINTED REPRESENTATIVE POLICY STATEMENT**

### **Policy Statement**

This policy addresses the protocol for appointments by Staff Council of staff members who represent the University staff and Staff Council on boards, committees, and workgroups throughout UVM.

### **Reason for the Policy**

This policy clarifies who shall appoint the various representatives, what their responsibilities might entail, how long their terms of service might be, and what their lines of reporting might be.

### **Applicability of the Policy**

This policy applies to all appointed representatives of the University Staff who may or may not be elected members of the Staff Council.

### **Policy Elaboration**

As a representative of UVM staff, it is imperative that members consider the best interest of the University and support the Staff Council and University *Common Ground*. It is extremely important that all representatives act with respect and integrity, and remain open, inclusive, and just to all. Representatives shall also be responsible and accountable for their actions.

### **Definitions**

**Confidentiality:** Understanding that at various points one may be privy to sensitive personnel or personal information regarding members of the UVM community and will need to exercise appropriate judgment regarding the disclosure of this information.

**Terms:** Shall be determined by each board or committee on an as-needed basis.

**Appointment:** Open to all staff by means of a letter of intent sent to Staff Council by the date specified in announcement for position. Final decision shall be made by Staff Council President based upon board or committee recommendations.

### **Forms**

N/A

## **Contacts**

Staff Council President  
Staff Council Office  
University of Vermont  
85 South Prospect Street  
313 Waterman  
Burlington, VT 05405  
[Staff.Council@uvm.edu](mailto:Staff.Council@uvm.edu)  
802-656-4493

## **Related Documents / Policies**

UVM Staff Council Constitution and Bylaws  
Rv. September 1, 2009 <http://www.uvm.edu/~stffcnc1/pdf/scbylaws090109.pdf>

Staff Council Working Relationships Policy Statement  
[http://www.uvm.edu/~stffcnc1/pdf/scbylaws\\_workingrelationshippolicy.pdf](http://www.uvm.edu/~stffcnc1/pdf/scbylaws_workingrelationshippolicy.pdf)

University *Common Ground* Statement  
<http://www.uvm.edu/~president/?Page=miscellaneous/commonground.html>

## **Effective Date**

Approved October 6, 2009.

Updates to this policy shall be recommended by the Executive Board and approved by Council



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**STAFF COUNCIL**  
**APPOINTED REPRESENTATIVE REPORTING PROCEDURES**

**Reporting**

1. When available, the Staff Council office will send the appointed representative summaries from the boards, committees and workgroups, requesting their review and approval.
2. Appointed Representative shall have the option to submit a brief response or summary.
3. The Staff Council office shall distribute these reports to all Staff Council representatives for further distribution to their constituents.

**Notification**

Appointed representatives should inform the Staff Council office of external meeting schedules and agendas at least one week in advance of meeting.