University of North Carolina Staff Assembly		Governance Committee 08/27/2012
Committee Chairman Sissy Hendricks	**Last Meeting Date:** 07/23/2012	**Delegates in Attendance** Katherine Sbarbaro, Sissy Hendricks, Pernell Bartlett, Lane Brown, Nyambi Shannon
Next Meeting Date: 8/27/2012 **Time:** 2:00pm		

KEY POINTS

Job Descriptions Reviewed for Parliamentarian, Communications Officer, Delegate

- Verbiage and Punctuation Changes
- Time Commitments updated to monthly amounts to encourage participation.
    - Expense Policy is worded correctly to prevent any misunderstandings and to promote understanding that it may not always apply.

- Postponed Chair and Vice Chair job descriptions until both can attend
- Postponed discussion on procedure manual changes until all have been submitted and compiled
- Procedure Manual is up to date with the exception of the By-law changes confirmed in last quarterly meeting
- Secretary Job Description discussed minimally
    - Recording Secretary is not coming to fruition and is not outlined in the By-Laws
    - Current Secretary is performing the job function but took the nomination and confirmed election under the understanding that there would be a recording secretary.
    - Some of the duties of the Secretary are farmed out to other officers
- Postponed Communications Officer until research on the job description can be completed.

RECOMMENDATIONS AND RATIONALE

RECOMMENDATION	RATIONALE
Present corrected job descriptions to committee for affirmation and then executive committee for final approval	Job Descriptions change descriptions in By-laws so By-Law changes need to be addressed in the Fall meeting.

ITEMS REQUIRING DELEGATES ASSISTANCE

Item	Action Items	Contact(s)	Due Date
1.	Make corrections to approved job descriptions and send back out	Sissy Hendricks	08/27/2012
2.	Research corporate job descriptions for Communications Officers	Sissy Hendricks	08/27/2012
3.	Incorporate By-Law changes in the procedure manual	Lane Brown	08/27/2012
4.	Write Secretary Job Description notes for Sissy	Katherine Sbarbaro	08/27/2012
5.	Finish and submit Procedure Manual Review	Committee Members	08/27/2012