

**UW-Extension, Cooperative Extension  
Classified Staff Advisory Council  
Roles and Responsibilities**

## **Chair**

### **Qualifications:**

Good communication and written skills

Leadership and coordination skills

### **Requirements:**

- Serve a one-year term
- Attendance at CSAC meetings
- Attend annual CSO meeting

### **Duties:**

1. Facilitates monthly CSAC meetings
2. Attends monthly CEAC meetings
3. Foster a positive working relationship with other Council members
4. Fulfills responsibilities for the governance of the organization
5. Annually review the performance of the Council and take steps to improve its performance
6. Call special meetings if necessary
7. Periodically consult with council members on their roles and help them assess their performance
8. Mentor fellow council members to encourage their fulfillment of their governance responsibilities
9. Conducts business effectively and efficiently
10. Ensure meetings begin and end on time
11. Appoint an audit committee annually once non-Extension funding becomes available

*See by-laws for more details*

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## **Vice-Chair**

### **Qualifications:**

Good communication and written skills  
Leadership and coordination skills

### **Requirements:**

- Serve a one-year term
- Attendance at CSAC meetings
- Attend annual CSO meeting

### **Duties:**

1. Facilitates monthly CSAC meetings (*in absence of Chair*)
2. Coordinates activities
3. Attends monthly CEAC meetings (*in absence of Chair*)
4. Foster a positive working relationship with other Council members
5. Fulfills responsibilities for the governance of the organization
6. Annually review the performance of the Council and take steps to improve its performance
7. Mentor fellow council members to encourage their fulfillment of their governance responsibilities
8. Conducts business effectively and efficiently
9. Ensure all meetings begin and end on time

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## **Secretary**

### **Qualifications:**

Excellent communication and written skills

### **Requirements:**

- Serve a one-year term
- Attendance at CSAC meetings
- Attend annual CSO meeting

### **Duties:**

1. Prepares and distributes meeting agendas and minutes
2. Schedules CSAC wislines/meetings
3. Arrange for all meeting logistics (room reservations, wislines, etc)
4. Post CSAC agendas and minutes to website for all CSO members to review
5. Maintain all minutes and agendas and ensure their accuracy

*See by-laws for more details*

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## **Treasurer**

### **Qualifications:**

Ability to create, read and interpret financial statements  
Good communication and written skills  
Understand financial accounting for nonprofit organizations

### **Requirements:**

- Serve a one-year term
- Attendance at CSAC meetings
- Attend annual CSO meeting

### **Duties:**

1. Manages, reconciles and reports on the budget at all CSAC meetings
2. Pays bills (effective May 27, 2008 – not applicable)
3. Work with Council to ensure that appropriate financial reports are made available on a timely basis
4. Take the lead on preparing an annual budget and present the budget to the Council for approval
5. Review audits and answer questions as needed

*See by-laws for more details*

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**Requirements for ALL Council members:**

Be aware of and abstain from any conflict of interest  
Prepare for and participate in the discussions and deliberations of the Council  
Commitment to the work of the organization