

## CHAIR

### **Summary of Primary Duties:**

The Chair shall be responsible for conducting all COSA meetings and shall confer with and report regularly to the President of the University. The Chair shall also serve as the chair of the Membership Committee.

### **Term of Office:**

The Chair will serve one term following his/her term as Chair-elect. After serving as Chair, a one-year term as Past Chair is required. The Past Chair serves on the executive committee.

### **Time Requirements:**

Time requirements for this position will vary from month to month depending on committee work assignments.

### **Primary Tasks and Responsibilities:**

1. Conducts monthly COSA Executive Committee meeting.
2. Conducts monthly COSA meeting.
3. The Chair coordinates with the secretary to have the agenda prepared and distributed.
4. Serves as the primary contact to the University System of GA State Council (USGSC) for VSU.
5. Confers with and reports regularly to the President of the University.
6. Attends and chairs Membership Committee meetings, which will consist of the following subcommittees:
  - a. Employee of the Semester
  - b. Elections
7. Attends monthly meetings:
  - a. VSU Administrative Council
  - b. VSU Faculty Senate
  - c. VSU-FS Academic Scheduling & Procedures Committee
  - d. University System of Georgia State Council (USGSC)
8. Keeps the COSA membership and University staff informed on various projects.
9. Serve as the official liaison between the Membership Committee and the Executive Committee, concerning the inclusion of issues to the COSA agenda

### **Secondary Duties and Responsibilities:**

1. Serves (along with Chair-Elect) as the designated representative of VSU at USGSC meetings, or appoint alternative representatives from a list of COSA member volunteers
2. Appoints members to various University committees
3. Prepares Quarterly Report of the Membership Committee
4. Prepares annually, or more often if necessary, a report of the activities of COSA
5. Meet with the President of the University at least once a semester
6. Serves on the Staff Appreciation Day committee
7. Performs other tasks as needed

**Useful Knowledge, Skills, and Abilities:**

- Knowledge of the COSA Bylaws and Policy & Procedures Manual
- Knowledge of Robert's Rules of Order
- Strong written and verbal communication skills
- Ability to delegate