



UMKC Staff Council
Long-Term Committee Expectations

- A. All Staff Council members are required to actively participate on at least one committee.
- B. Each committee, except the communications committee, shall elect a Committee Chair or Co-Chairs following the June meeting.
- C. Committee Chairs should be voting members of Staff Council Governing Board, when possible.
- D. A person shall chair only one committee.
- E. Committees shall set an annual budget and goals for the year following the June meeting.
- F. Committees shall schedule regular meetings to fit their individual requirements and availability of their membership. At a minimum, committees should be meeting one time per month.
- G. Each committee shall maintain a record of its activities and provide written minutes of their meetings to be stored in BOX and shared on the Staff Council website.
- H. Committees shall find ways to encourage non-voting Staff Council members to participate.
- I. Each committee will be required to provide an update at every Staff Council monthly meeting.
- J. Collaborative efforts shall be sought between different Long-Term Committees and between a Long-Term Committee and appropriate University entities.

**All committees should submit the following to the
Staff Council Executive Board by August 1, 2019:**

- Committee Chair/Co-Chairs
- Committee Mission/Goals
- Projected Annual Budget
- Updates for August Meeting Agenda

Engagement Committee Overview:

- The mission of the UMKC Staff Council Engagement Committee is to recognize employees for their contributions to the university and show appreciation for dedicated service and foster a workplace of choice by developing, supporting and implementing events and programs.
- Organize Kasey Kudos, Staff Awards, Random Acts of Recognition and Staff Council Scholarship

Outreach Committee Overview:

- The mission of the UMKC Staff Council Outreach Committee is to promote the university's key mission areas and visibility by positive engagement between the university and the broader community through service and collaboration. Some of the service projects the Outreach Committee plans and participates in are service projects at Kansas City Rescue Mission, Harvesters, Della C. Lamb Community Center, Tom's Mission, Caroling at the VA, Frontier School of Excellence, Pemberton Park for Grandfamilies, Hope Faith Ministries, New House. Hope Basket for Della C. Lamb Elementary School, Frontier School of Excellence Elementary School, Angel Tree, Restoration House, Operation Breakthrough and St. James Food Pantry. In addition to hosting School Supply, Winter Item and Food Drives.
- You will have the opportunity to lead a volunteer team or group during the year. Will be the point of contact to coordinate volunteers or donation efforts.

Professional Development Committee Overview:

- The mission of the UMKC Staff Council Professional Development Committee is to respond to the needs of staff by providing opportunities that contribute to strengthening skills, expanding knowledge and developing both personal and professional excellence in advancement.
- Organize and execute the Professional Development Conference in May
- Also plan mini-conference's throughout the year

Communications Committee Overview:

- The mission of the UMKC Staff Council Communications Committee is to develop, identify and enhance the means of communication for staff. The Communications Committee is available to provide assistance and support to all committees in efforts to achieve the goals of Staff Council.
- Assist all committees as needed, in accordance with communications submission policies
- Maintain a bi-monthly (minimum) newsletter

Events Committee Overview:

- The mission of the UMKC Staff Council Events Committee is to conceive and coordinate inclusive events that celebrate and recognize the employees of UMKC. Though they assist with all events that Staff Council has throughout the year, their signature event is the UMKC Staff Appreciation Picnic that occurs during Staff Appreciation Week.
- First half of the year, work on food and place to have the picnic
- Last half of the year, work on logistics for the day