

## **Council of University of California Staff Assemblies**

### **Interested in being a CUCSA Junior Delegate?**

Serving as a delegate to the Council of University of California Staff Assemblies (CUCSA) can be a rewarding and exciting experience!

In support of the mission of the University of California, the purpose of the Council of UC Staff Assemblies (CUCSA) is to maintain and enhance communication within the University Community on matters of interest to staff employees in accordance with California laws and Regent policy. CUCSA is mostly easily thought of as the UC wide version of your local campus Staff Assembly. The council meets once at the beginning of each quarter at rotating campuses.

Comprised of a Junior and Senior delegate from each campus, including LBNL and UCOP, CUCSA has twenty-four delegates and three officers: Chair, Chair-Elect and Secretary. Each delegate serves a two-year term. First as Junior, then as the mentoring Senior. Officers are elected from within each year with the Chair Elect being a two-year commitment. The Secretary serves only one year. Officer elections occur at the June quarterly meeting.

Below are general delegate responsibilities (taken from the CUCSA bylaws) along with the meeting schedule.

Each participating UC location will send two delegates to participate on CUCSA. Each UC location shall name its delegates by June 1. The term of office shall be two (2) years – the first year as junior delegate and the second year as the senior delegate. Each year will commence on July 1st.

#### **Locations should send delegates that demonstrate the following attributes:**

- Possess a broad knowledge and understanding of the University of California system.
- Understand concerns and issues faced by staff.
- Ability to consider and speak to issues from various perspectives.
- Commitment to attend and participate in quarterly CUCSA meetings and committees.
- Be a non-represented employee of their UC location.
- Have full support from supervisor to participate in all CUCSA activities

#### **The duties of all delegates shall include:**

- Attend all official functions scheduled as part of CUCSA quarterly meetings.
- Serve as liaison between CUCSA and the local staff assemblies including preparation of quarterly reports from the locations to CUCSA and reports on CUCSA meetings and activities to the locations.
- Actively participate in CUCSA meetings by engaging with speakers and topical discussions.
- Actively participate on one workgroup (time commitment will vary by topic and initiative).
- Workgroup participation typically includes conference calls and break-out time at each quarterly meeting where issues are addressed and moved forward.

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### You've Been Elected: Here is What You Need to Know

#### Quarterly Meeting Information:

- Meetings occur the first Wednesday through Friday of September, December, March, and June.
- All delegates are expected to be in attendance and ready to work from 12:00 p.m. on Wednesday until 3:00 p.m. on Friday.
- Late arrivals and early Friday departures are generally discouraged and require special approval from the CUCSA Chair. Please make all travel arrangements with this in mind.
- Meeting attendance costs are reimbursed by either their local assembly (Junior Delegate) or UCOP (Senior Delegate). Some campuses may provide travel advances to eliminate any out-of-pocket expenses.
- At all times delegates are expected to exhibit decorum and professionalism; maintain a respectful dialogue with delegates and guests; and foster a community of collegiality.
- All delegates are expected to dress professionally for CUCSA business meetings. A reference for dress codes can be found here:  
<http://www.greatestlook.com/dresscode3.html>
- Business attire is preferred.
- The meeting decorum of the CUCSA meetings should be as follows:
  - Question asking etiquette
    - Questions are never asked while guests are speaking at CUCSA meetings. If you have a question, signal the moderator who will put your name on the list for questions following the presentation.
  - Introduction etiquette
    - Name, CUCSA position, campus, job title, years of UC service and other UC affiliations. (eg. Alumnus of campus)
  - Name tags and location placards will be provided and should be displayed at all CUCSA functions.

#### Additional Information:

- Senior delegates will orient junior delegates on current issues and CUCSA working procedures.
- Seniors should make sure that their incoming Juniors are properly oriented and arrive in proper attire, are punctual, display decorum and use the standard CUCSA introduction protocol.
- Junior delegates will familiarize themselves with the CUCSA reports of previous years. You can find reports by clicking here:  
[http://www.ucop.edu/cucsa/workgroup\\_reports.html](http://www.ucop.edu/cucsa/workgroup_reports.html)
- CUCSA will work with the UC Office of the President to send a letter to each delegate's supervisor and Chancellor in August of each year outlining the importance of their participation at the meetings, as well as their committee work, and the need for release time.
- Please go to <http://www.ucop.edu/cucsa/documents/2011-13-meeting-schedule.pdf> for the current meeting schedule.
- For additional information please consult your campus CUCSA Junior or Senior Delegates or visit the CUCSA website at <http://www.ucop.edu/cucsa/delegation.html>.