

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

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

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

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

Each participating UC location will send two delegates to participate on the 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.

#### **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 on one committee (time commitment will vary by topic and initiative).

#### **In addition:**

- Senior delegates will orient junior delegates on current issues and CUCSA working procedures.
- Junior delegates will familiarize themselves with the CUCSA work products of previous years.
- All delegates are expected to dress professionally for CUCSA business meetings.
- 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.
- Meeting attendance costs are reimbursed by either their local assembly (Junior Delegate) or UCOP (Senior Delegate). Some campuses may provide for travel advances to eliminate any out-of-pocket expenses.

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>