

## **T.T.U. STAFF ADVISORY COMMITTEE TO THE PRESIDENT**

### **Membership**

The committee will be composed of at least twelve (12) non-exempt employees, and membership shall include representation from the academic and administrative areas of the campus. Members of the committee will be appointed by the President to serve for terms of two years, and members may be reappointed to serve for no more than two consecutive terms.

### **Purpose/Objectives**

- A. To meet with and act in an advisory capacity to the President's staff for the purpose of generating and recommending ideas, philosophies, procedures, and policies on topics deemed to be important to the University's staff.
- B. To represent all non-exempt employees of Tennessee Technological University by providing a vehicle through which these employees may relay to the President matters of University-wide concern resulting in mutual benefit of the University and its employees.
- C. To establish rapport and maintain a line of communication between the non-exempt employees and the President and his staff.
- D. To disseminate information and to promote cooperation and fellowship among non-exempt employees.
- E. To evaluate existing University policies affecting non-exempt employees and to make recommendations for revisions, additions, deletions, etc. for his approval and/or recommendation to the TTU Board of Trustees.

### **Duties of Officers**

**Chairperson** – to schedule and preside at all meetings of the committee, and to assume responsibility for committee business between meetings. The committee shall meet bi-monthly beginning in September of each fiscal year.

**Vice Chairperson** – shall act on behalf of the chairperson in his/her absence and shall perform such other duties as the committee or the chairperson may deem necessary.

Revised: Nov. 3, 2016