

## 2013 PSS Committee Chair Procedures

Dear PSS Chairs,

The PSS Officers and PSS Administration Office are striving to work closely with committees to coordinate and events hosted by PSS. When planning an event it is important to have open communication with all parties. The officers have put together procedures which will help you with the process. If you have any additional tips, we'd be happy to hear them!

Thank you

*Ann Marie, Laurie and Kat*

### 1. List of PSS Committee Chairs/Co-Chairs:

- a) Awards - co-chairs, Ellen Dussourd & Letitia Thomas
- b) Diversity – chair, Chris Bragdon, co-chair Sarah Piraino
- c) Marketing & Communications – chair, Ann Marie Landel
- d) Mentoring - TBD, UB Buddy – TBD
- e) Policy & Governance – chair, Joe Helfer, co-chair - Matt Deck
- f) Welcoming - chair - Anne Marie Swartz
- g) Website – chair, Mary Henesey co-chair Jason Parker
- h) Staff Development – chair, Ed Brodka, co-chair, Kat Kielar
- i) Sustainable Living – co-chairs, Janiece Jankowski & James Simon
- j) Plant Exchange – Donna Banach
- k) Social Committee – various coordinators for Summer Potluck Picnic, Clothing Drive – Laura Barnum

### 2. Chairs/Co-chairs should be aware of events:

- a) The PSS Website ([www.pss.buffalo.edu](http://www.pss.buffalo.edu)) shows events of the organization. Please coordinate your events with existing events.
- b) Try not duplicate services or events that are already being offered in other units. (such as HR)
- c) Be aware of the PSS governance structure. The About section on the PSS website provides a description and organizational chart. [www.pss.buffalo.edu/about](http://www.pss.buffalo.edu/about)

### 3. Committee Members:

- a) If you need more members on your committee please contact the PSS Office or the Officers and this will be brought to the Executive committee and General membership meetings.
- b) The Welcoming committee usually has a sign in sheet which offers committee participation. They will communicate interested parties to the committees.
- c) When new members join your committee, please add them to the listserv so they can receive email communications. If you need help with this, contact Ann Marie.
- d) The PSS Website should list all the members of your committee. As chair, you can provide this information by going to the PSS website and clicking “Submit Ideas and Website Content Updates”. Fill in the online form.

### 4. Committee Communications:

- a) Communications with the Officers - Please keep the PSS Officers, in particular the Chair ([landel@buffalo.edu](mailto:landel@buffalo.edu)) and Vice Chair ([lbarnum@buffalo.edu](mailto:lbarnum@buffalo.edu)) aware of all committee meetings and events.
- b) Communications to PSS Members: When sending out communications to PSS members, please be sure to have your emails, posters, flyers reviewed by the chair and/or vice chair before sending out to campus.
- The PSS Senate Office Administrator (Anna Kedzierski) sends communications to all PSS members, Senators and Areas. Send an email to [kedziers@buffalo.edu](mailto:kedziers@buffalo.edu) or [pssenate@buffalo.edu](mailto:pssenate@buffalo.edu) or call 645-2003. Please allow for sufficient time for Anna to schedule sending out any emails.
  - PSS Connect list – This is a discussion list. Anyone who is a member of the pss-connect-list can send email to all PSS members. Send email to: [professionalstaffconnect-list@listserv.acsu.buffalo.edu](mailto:professionalstaffconnect-list@listserv.acsu.buffalo.edu). This list is separate from the main listserv Anna sends out to. Please be sure the content of the communication is professional and appropriate for the audience. For information about the connect list go to <http://www.pss.buffalo.edu/pss-connect.php>
  - PSS Newsletter - is published once a semester. We encourage your committee to use this to advertize events or share information about your committee. Send email to [landel@buffalo.edu](mailto:landel@buffalo.edu) or Tracey McNerney [tmmcnern@buffalo.edu](mailto:tmmcnern@buffalo.edu) if you wish to publish an article in the newsletter. Give at least a weeks notice.
  - University Calendar – You can send information about your event for Anna and ask to put it on the University Calendar.
  - PSS Calendar – we have a calendar on the PSS Website, to put your event on the website, email [landel@buffalo.edu](mailto:landel@buffalo.edu)
  - Reporter Article – Contact University Communications (John Della Contrada, Assistant VP for Media Relations, 330 Crofts Hall) for a Reporter article.
  - Buffalo News – For a press release, contact John Della Contrada, Assistant VP for Media Relations, 330 Crofts Hall and he will submit your information to the Buffalo News.
- c) Communications and Meetings:
- Setting up a meeting – you can email the members, use doodle.com or use MS Outlook to schedule a meeting.
  - You can meet in the PSS Office – 543 Capen if you have a small committee (5-6 seats). Please arrange the day and time with Anna Kedzierski ([kedziers@buffalo.edu](mailto:kedziers@buffalo.edu)).
  - Communicate with your committee thru the listserv. You can send email to your members by using the listserv that was created specifically for your committee. The names of all the committee lists are:
    - [pss-ci-list@listserv.buffalo.edu](mailto:pss-ci-list@listserv.buffalo.edu) – Arlene Kaukus
    - [pss-diversity-list@listserv.buffalo.edu](mailto:pss-diversity-list@listserv.buffalo.edu) – Chris Bragdon, Sarah Piraino
    - [pss-greener-ub-list@listserv.buffalo.edu](mailto:pss-greener-ub-list@listserv.buffalo.edu) – Janiece Jankowski
    - [pss-mc-list@listserv.buffalo.edu](mailto:pss-mc-list@listserv.buffalo.edu) – Ann Marie Landel
    - [pss-mentoring-list@listserv.buffalo.edu](mailto:pss-mentoring-list@listserv.buffalo.edu) – TBD, UB Buddy – TBD
    - [pss-webteam-list@listserv.buffalo.edu](mailto:pss-webteam-list@listserv.buffalo.edu) – Mary Henesey, Jason Parker
    - [pss-welcome-list@listserv.buffalo.edu](mailto:pss-welcome-list@listserv.buffalo.edu) – Anne Marie Swartz
    - [pssawards-list@listserv.buffalo.edu](mailto:pssawards-list@listserv.buffalo.edu) – Ellen Dussourd, Letitia Thomas
    - [pss-plantexchange-list@listserv.buffalo.edu](mailto:pss-plantexchange-list@listserv.buffalo.edu) – Donna Banach
    - [pss-policy-gov-list@listserv.buffalo.edu](mailto:pss-policy-gov-list@listserv.buffalo.edu) – Joe Helfer, Mathew Deck

- To update your listserv go to <http://listserv.buffalo.edu>, click on List Owner Management, Go to List Management (below the upper blue bar), then subscriber management. Here you can add or delete people to your list. You can look at the bottom of the page and see all the current subscribers by clicking on “view in browser”. For assistance, the listserv page (<http://listserv.buffalo.edu>) has documentation showing how to use it or contact Ann Marie Landel ([landel@buffalo.edu](mailto:landel@buffalo.edu)).

## 5. Committee Meetings

- a) Depending on the type of work your committee does, the duration and frequency of meetings are up to the chair of the committee.
- b) You can set up a committee meeting using doodle.com and email out a call for dates.
- c) Meetings are for discussion of purpose of the committee, Planning events
- d) Sometimes meeting minutes should be taken, then emailed to the committee.
- e) Meeting minutes can be posted to the PSS Website

## 6. Committee Budgets

- a) Budget for committee events – All expenses for committees should be vetted with Ann Marie (or Laurie) before spending occurs.
- b) Please complete the **PSS Event Budget and Reconciliation Form** when requesting funding from the PSS. The Event Budget and Reconciliation Form and Receipts should be submitted to Anna Kedzierski for reimbursement.
- c) The form will request the following information:
  - Committee
  - Committee Chair/Contact
  - Date of event (if applicable)
  - Location of event (if applicable)
  - Purpose of event (if applicable)
  - Anticipated number of attendees (if applicable)
  - Total budget (all revenue and costs)
    - Requested amount of PSS sponsorship/reimbursement
    - Name and address of speaker (if applicable)
  - Reconciliation of actual revenue, costs to budget, and number of attendees
    - Attach any receipts/invoices

Some events make money and they are deposited into the PSS fund.

- d) As a general rule – requests for money under \$100 is normally approved. Any expenditure over \$100 needs prior approval.
- e) For purchases, you should request a Tax Exempt form from Anna. You will need to pay for the purchase ahead of time then get reimbursed after providing receipts to Anna. Normally it takes about a week for reimbursement.
- f) No gift cards or money can be provided for event speakers as parting gifts. Please see Anna for gift mugs/pens.

## 7. Coordination of Events

- a) Please email your ideas for events to the co-chair before a commitment is made. ([lbarnum@buffalo.edu](mailto:lbarnum@buffalo.edu)) Laurie will need to approve before it is confirmed.
- b) Coordination of events is very important, Please be mindful of:
  - other committee or campus events
  - executive and general membership meetings dates (not to coincide with these days)
  - UB’s academic calendar (not during transfer and freshman orientation)

- Buffalo public school calendar (not during scheduled days off)

#### 8. Promoting an event:

- All event information should be placed on the website **before** emailing out to PSS members.
- Promoting an event for success is very important. We ask that every committee reach out to the Marketing and Communications committee to help with getting the right message and look out to the membership before you have the event. Most events will need the following marketing components:
  - Flyer – which **includes the PSS logo** and appropriate message
  - Email message attachment with Flyer
  - Message for the University Calendar
  - PSS Website Message
  - PSS Newsletter article
- Email [pss-mc-list@listserv.buffalo.edu](mailto:pss-mc-list@listserv.buffalo.edu) or [landel@buffalo.edu](mailto:landel@buffalo.edu) to contact the PSS Marketing & Communications committee to assist with anything needed with your committee work. They can:
  - Create a flyer
  - Email message for the event
- Email to the PSS Website team [pss-webteam-list@listserv.buffalo.edu](mailto:pss-webteam-list@listserv.buffalo.edu) to put information on the Website or fill out the submission form on PSS Website <http://www.pss.buffalo.edu/contact/requestform.php>
- Coordinate with Anna to send out announcements to the PSS listserv. Email [pssenate@buffalo.edu](mailto:pssenate@buffalo.edu)
- Send out to the PSS Connect List – use the PSS Website to send the email or [professionalstaffconnect-list@listserv.acsu.buffalo.edu](mailto:professionalstaffconnect-list@listserv.acsu.buffalo.edu).
- ALL CORRESPONDENCES SHOULD HAVE THE PSS LOGO ON THEM!

#### 9. During an event:

- The PSS sign is available for every event; it's available in the PSS Office. Contact Anna to reserve it.
- Have a **sign in sheet** at your event. Include name, email address and phone number. Give sign in sheet to Anna after the event so we can put email addresses into electronic form.
- Have photos taken – send to the PSS Website committee
- Have a committee sign up sheet if people are interested in joining the committee

#### 10. After an Event

After an event one of the strategic goals for this year is to provide metrics for the president's office. This means we need to measure what we are doing and how good a job we are doing at it. Need to get feedback from the event. So, please submit one of the following:

- Paper survey
- Web survey – Contact the Marketing and Communications team to assist with the web survey
- Turn your feedback into the Marketing and Communications team
- Send a **Thank you** card to the speaker(s). PSS has Thank you Cards available.
- Have a meeting on what went well, and what could have been improved.

#### 11. PSS Website Committee page

The PSS website has a committee page for each committee. Providing meeting minutes is optional. We'd like to have current and past events of the committee on the page. Other things on your committee page should be:

- Purpose of committee and initiatives
- Committee leadership and members
- Upcoming meeting dates
- Meeting agendas and meeting notes

- e) How to become a member
- f) Examples of past event