Alianza Staff Organization at UC Berkeley
Steering Committee Elections
Roles and Responsibilities
2020-2022

Election Timeline for Spring 2020

- **February 18**: Alianza Steering Committee 2020/2022 Info Session
- **March 3- April 3**: Candidate registration period
- **April 3**: Candidate registration closes at 5:00 pm
- **April 21**: Committee Candidates Q&A (all candidates must be present)
- **April 22-30**: Alianza Elections
- **May 10**: Elected officers notified
- **May 19**: New Steering Committee Welcome / End of Semester Celebration
- **June 8**: Transition Meeting
- **July 21**: New Steering Committee Takes over planning and programming

Chair (position filled):

The Chair takes on the following duties and responsibilities:

- Serve as chief officer and organization’s official representative
- Initiate, recommend, and institute organizational policies, procedures, and practices
- Ensure compliance with organizational policies, procedures, and practices
- Preside over all General Membership and Steering Committee meetings
- Collaborate with the Chair-Elect to prepare all Steering Committee meeting agendas
- Work with the Chair-Elect and the Community and Social Engagement chair(s) to ensure programming for the monthly general meetings is carried out in alignment with the organization’s mission and goals
- Prepare and present an annual plan and budget forecasting Alianza’s activities to our sponsor as well as to the membership
- Approve and countersign all disbursements in collaboration with the Treasurer
- Delegate other duties of the office
- Attend Council of Staff Organizations (CSO) and Coalition of Ethnic Staff Organizations (CESO) meetings, other related university-wide committee meetings, and task force meetings as needed
- Lead Alianza elections and collaborate with the Steering Committee to implement the election process
- Lead Steering Committee in the development of annual goals and activities for Alianza
- Prepare and deliver a yearly “State of the Latinx Staff Community” presentation which highlights Alianza accomplishments and future goals, and Alianza’s benefit to the University and membership.

Chair-Elect (1 position):

The Chair-Elect takes on the following duties and responsibilities:

- In the absence of the Chair, assume all Chair responsibilities
- Work on special projects as determined by the Chair
- Actively participate to assume Chair role the following year, and serve as Past Chair in the third year
- Provide input on strategy in support of organizational mission and goals
- Assist with initiating, recommending, and instituting organizational policies, procedures, and practices
- Assist with ensuring compliance with organizational policies, procedures, and practice
- Assist with outreach to and recruitment of new members and succession planning efforts
- Assist with General Membership and Steering Committee meetings
- Collaborate with Chair to prepare Steering Committee meeting agenda
- Assist Chair with preparation and presentation of annual plan and budget forecasting Alianza’s activities to the organization’s sponsor as well as to the membership
- Attend Council of Staff Organizations (CSO) and Coalition of Ethnic Staff Organizations (CESO) meetings as well as other related university-wide committee and / or task force meetings as directed by Chair
- Delegate duties to the Steering Committee as appropriate / applicable
- Assist with determining the need for special meetings and finalizing the agenda and logistics
- Assist with preparing the “State of the Latinx Staff Community” presentation to membership.

**Communications Co-Chairs (2 positions):**

Two (2) Communications Co-Chairs will share the following duties and responsibilities:
- Create communications and messaging in line with and in support of Alianza’s mission and goals
- Develop and schedule a staff-centric Alianza newsletter
- Collaborate with Steering Committee members to get information about Alianza news, events, opportunities, etc. out to members
- Manage Alianza MailChimp account
- Check and respond to messages in the Alianza email inbox
- Manage the Alianza LinkedIn group and Facebook page
- Manage and maintain Alianza website, as needed
- Update the Alianza google calendar, as needed
- Create marketing materials as needed (event fliers, etc.)
- Develop and create new ways to improve communications with and among members, as needed
- The Communications Co-Chairs may also be called upon to represent Alianza on task forces and ad-hoc committees as needed

**Community and Social Engagement Co-Chairs (2 positions):**

Two (2) Community and Social Engagement Co-Chairs will share the following duties and responsibilities:
- Assess the needs of membership for social engagement and professional development
- Serve as campus and community Ambassadors for Alianza, actively recruiting members to participate in a variety of ways (i.e., sign up for the newsletter, attend meetings and events, recruit volunteers for tabling and Alianza events)
- Plan, coordinate, and implement social engagement and professional development programming, including the annual Alianza celebration
- Coordinate efforts with CESO (Council of Ethnic Staff Organizations) leaders to develop programming that strengthens the alliance among all ethnic staff organizations
- Work closely with Chair, Chair-Elect, Communications Co-Chairs, and Finance Chair to finalize logistics, promote events effectively, and ensure that funding and expenditures are reconciled
- The Community and Social Engagement Co-Chairs may also be called upon to represent Alianza on task forces and ad-hoc committees as needed.
Diversity and Advocacy Chair (1 position):
The Diversity and Advocacy Chair takes on the following duties and responsibilities:

- Provide updates regarding the University's diversity initiatives / efforts
- Advocate for structural changes that will benefit Chicanx/Latinx staff at UC Berkeley
- Provide opinions and suggestions related to addressing staff concerns
- Find opportunities to collaborate and create allyship with Coalition of Ethnic Staff Organizations (CESO) members
- Recruit interested members to join the Diversity and Advocacy Committee
- Convene Diversity and Advocacy Committee meetings as needed
- The Diversity and Advocacy Chair may also be called upon to represent Alianza at CSO, CESO, Task Force, and Ad-hoc committee meetings as needed

Recorder / Historian (1 position):
The Recorder / Historian takes on the following duties and responsibilities:

- Maintain Alianza records, organize Alianza Google Shared Drive, which may include historical files and archives
- In collaboration with the Communications Co-Chairs, provide timely notification of all meetings to members
- Record attendance at all Alianza meetings and save information on the Shared Drive
- Record meeting minutes and distribute the proceedings of general and Steering Committee meetings to appropriate parties
- Ensure that Alianza events are photographed and otherwise documented; collaborate with Communications Co-Chairs to post on appropriate sites and social media; archive images to the Shared Drive
- The Recorder may also be called upon to represent Alianza on task forces and ad-hoc committees as needed

Finance Chair (1 position):
The Finance Chair takes on the following duties and responsibilities:

- Keep accurate records of monies collected and disbursed
- Receive all monies and deposit these monies into Alianza’s account within five working days upon receipt
- Has signature or electronic authorization, and must obtain the authorization of either the Chair or Chair-elect on all disbursements
- Provide reimbursements or allocate monetary advances to appropriate persons as needed to conduct the business of the organization
- Prepare report of all financial transactions upon request by the Chair and Chair-elect
- Make available to the Steering Committee deposit slips, receipts, and vouchers, and/or surrender all financial information to any internal audit committee for examination
- Surrender all financial records, books, and materials to a successor upon completion of term of office

All chairs are able to organize subcommittees as needed