General Roles, Responsibilities, and Functions
The purpose of the Curry School of Education’s Classified/University Staff Advisory Committee is to advise the Dean’s Office and Administrative Committee and to assist in developing plans or processes which will enhance or address the needs and concerns of a productive and professional work environment and climate for all staff members affiliate with the Curry School of Education.

Governance Structure
The committee is comprised of five elected members who will serve two year terms. An election will be held at the end of the academic year to select new members. There will be a staggered election process with three members being elected one year and two the following year. The candidate pool for each election will come from a call for nominations. Once the pool of candidates is determined an electronic survey will be sent out to the Curry Staff to elect new members based on a call for nominations from the staff. The Staff Advisory Committee will choose members to serve in the positions of Chair, Treasurer, and Secretary.

Officer Duties/Tasks:
Chair – Person of contact with the Dean’s Office, lead committee meetings, agendas
Treasurer – manages funds (verifies amounts deposited and withdrawn), keeps track of vendor payments and various reimbursements
Secretary – record minutes, post minutes on the website, and handles correspondence

Committee Tasks, Functions, and Concerns
- To advise Associate Dean for Administration and Planning of any problems or concerns that the staff may have. The Advisory Committee will set up a meeting with the Dean if matters cannot be resolved through normal channels
- To plan activities/classes that would be of interest to staff on a professional or personal level
- To encourage staff members to join committees at the University and keep the Curry School abreast of happenings around UVA
• To encourage a closer working relationship between Faculty and Staff

• To ensure that all employees are treated fairly and help in keeping up morale

**Staff-Professional Development**
Potential areas of staff development activities or programs would include the following areas:

• All Staff Meetings with the Dean (Fall and Spring)

• Brown Bag Lunch sessions

• Training Classes

• Retreat

**Classified/University Staff Committee Funds**
Money raised from fund raising efforts will be deposited in the staff account held by the Curry School of Education Foundation. The use of these funds are to help off-set costs of information sessions, brown bag events, classes, and the retreat.