



## **Support Staff Committee Purpose and Responsibilities**

### **Support Staff Committee Purpose**

The purpose of the Support Staff Committee is to serve support staff employees by actively listening to their feedback and representing their interests in meetings and other venues. Team members will role model excellence in communication, collaboration, and teamwork as they work on ways to improve the support staff employee experience.

### **Responsibilities**

- Plan and support engagement-related activities or events for support staff.
- Serve as a resource for all support staff to engage with regarding college policies and procedures.
- Provide feedback to all stakeholders regarding the discussions and initiatives of the committee.
- Serve in an advisory capacity on staff-related topics, recognition events and employee engagement initiatives.
- Provide an opportunity to recognize outstanding support staff through the Support Staff for Excellence Awards and Annual Support Staff Meeting.
- Review the Support Staff Handbook and make recommendations for language clarifications to the president.