

BFSA Officer Roles and Responsibilities – 2 Year Term

Role	Responsibility
President	<ul style="list-style-type: none">• Preside at all General Body meetings of the Association.• Serve as Chairperson of the Executive Committee.• Serve as an ex-officio member of all committees.• Decide all questions of order.• See that the Constitution of the Association is complied with and that its order is properly executed.
Vice President	<ul style="list-style-type: none">• Be informed of all issues relevant to the Association.• Serve as Chairperson of the Program Committee.• In the absence of the President, be responsible for assuming all duties of the President.
Secretary	<ul style="list-style-type: none">• Record proceedings of meetings of the General Body, the Executive Committee, and other meetings identified by the President.• Be responsible for all official Association correspondence during his/her tenure.
Treasurer	<ul style="list-style-type: none">• Be responsible for all fiscal matters related to the Association including allocation of funds to support activities of the various committees.• Shall make a financial report at each Executive Committee meeting as well as General Body meetings.• Be responsible for collection of membership dues.
Parliamentarian	<ul style="list-style-type: none">• Be responsible for reviewing the Black Faculty and Staff Association constitution and recommend changes to the General Body.• Conduct the election and installation of officers each spring semester.

BFSA Committee Chairs and Responsibilities

Committee	Responsibility
Membership NO LONGER A COMMITTEE	<ul style="list-style-type: none"> • Chairperson shall be appointed by the President. • The Membership and Recruitment Committee shall be responsible for: <ul style="list-style-type: none"> ○ Recruiting and sustaining membership for the Association, with the assistance of Human Resources. ○ Be responsible for conducting social and recreational events and contacting all new Black personnel on a continuing basis. ○ Being formed as soon as new officers are elected.
Program	<ul style="list-style-type: none"> • Vice President shall serve as chairperson of the Program Committee. • The Program Committee shall be responsible for: <ul style="list-style-type: none"> ○ Planning, coordinating and implementing all annual events, including but not limited to, the annual awards banquet. ○ Coordinate the Black Faculty and Staff Association’s participation in annual events and/or conference related activities connected to the Kentucky Association of Blacks in Higher Education. (KABHE)
Student, Faculty, and Staff Retention	<ul style="list-style-type: none"> • Chairperson shall be appointed by the President. • The Student, Faculty and Staff Retention Committee shall be responsible for: <ul style="list-style-type: none"> ○ Planning, coordinating, and implementing the Black Faculty and Staff Association’s mentoring program, along with providing opportunities for development in the areas of professional, educational, and personal growth.
Publications and Public Relations	<ul style="list-style-type: none"> • Chairperson shall be appointed by the President. • The Publications and Public Relations Committee shall be responsible for: <ul style="list-style-type: none"> ○ Recognizing the professional activities of the current Association members. ○ Connecting, building, and strengthening relationships with external stakeholders, including former faculty, staff, students, and alumni. ○ Circulating information about the Black Faculty and Staff Association to sources on and off-campus.
Policy	<ul style="list-style-type: none"> • Chairperson shall be appointed by the President. • The Policy Committee shall be responsible for: • Developing and proposing policies and procedures that provide guidance with the operations of BFSA in a legal and ethical manner and aligns with University policies. • Assisting the University in its efforts to ensure that all policies and procedures that impact the work environment of Black faculty and staff are written and adjudicated in a way that enhances diversity, equity, and inclusion.