Expectations of Business Affairs Staff Relations Council Members

- Appoint a Team Leader: This is a voluntary position for someone to hold during his/her tenure as a Business Affairs Staff Relations Council member.

  Responsibilities:
  - Elect a scribe and alternate to keep and communicate minutes for each meeting
  - Coordinate meetings between regular quarterly meetings as needed to network with other council members and collaborate on problem-solving issues in other areas.

- Memorize and live by Guiding Principles
  - We CREATE positive change
  - We PARTNER to deliver excellent service
  - We RESPECT and care for each other
  - We VALUE and empower people
  - We DO the right thing

- Meet with your area leadership (Associate VP or Director) as appropriate to discuss expectations and develop dialog on concerns as well as opportunities to engage your co-workers.

- Commit to attend quarterly meetings and ad hoc meetings.
  - Alternates commit to attending training session meetings and Council meetings in absence of primary members.

- Get to know your fellow BA Staff Relations Council members during Council meetings and HR training sessions.

- Make others in your area aware that you are a member of the BA Staff Relations Council. (in your signature email, print a sign and post it at your office, etc.)

- Be open to discovering how to solve problems and gain leadership skills.

- Share information from co-workers in Council meetings.

- Share information from Council meetings with area so-workers and with leadership.

- Represent people whose interests and opinions may differ from your own.