Faculty Welfare Committee
Roles and Responsibilities

Committee Chair:
1. Attend all committee meetings.
2. Communicate current issues that need the attention of the committee.
3. Conduct meetings in accordance with Academic Senate bylaws and guidelines.
4. Communicate agenda topics with Staff Analyst.
5. Review minutes and agenda before they are distributed to members.
6. Serve as a member of the Statewide Faculty Welfare Committee.
   a. Communicate key issues discussed to the Los Angeles Division Faculty Welfare Committee.
7. Serve as a representative for the committee at University Emeriti and Pre-Retirement Relations Committee meetings.

Members:
1. Attend committee meetings.
2. Communicate current issues that need the attention of the committee to the Chair or the Staff Analyst so that it can be added to the agenda.
3. Serve as a voting member.
4. Communicate to Staff Analyst and/or Chair when unable to attend meetings.
5. Serve as alternate for Statewide Faculty Welfare Committee meetings.

Ex-Officio Member:
1. Serve as a representative for the University Emeriti and Pre-Retirement Relations Committee.
2. Communicate current issues that need the attention of the committee to the Chair or the Staff Analyst so that it can be added to the agenda.
3. Non voting member.

Staff Analyst:
1. The Administrative Analyst coordinates and facilitates all administrative aspects of the committee and its subcommittees, providing analysis of issues and recommendations, as requested by the Committee.
2. Implement structural timelines for processes including advising on process and bylaws for all academic departments, administrative units, and other University agencies as requested.
3. Research and collect information, at the Chair's and Committee's request, to interpret rules, regulations, and policies for a variety of topics related to faculty welfare, emeriti and pre-retirees within the university community. Provide advice as requested.

4. Modify guidelines and operating procedures for implementing the work of the committee. Evaluate current processes and make recommendations for appropriate action by the committee.

5. Orient committee members and the chair on policy and procedures.

6. Attend meetings of the committee and any subcommittees it typically forms each year. Draft and edit minutes for committee approval, as well as policy statements and draft legislation. Provide written and/or oral summaries to the Chair concerning issues under investigation. Provide expertise on Senate policies and procedures as requested by the committee.

7. Assist the committee chair in drafting of the committee's annual report. Provide appropriate data on issues reviewed by the committee during the year.