

Professional Staff Organization - Job Description, Commitment, & Resources - Board Member
PSO Mission: *The PSO highlights the essential role of, enriches the experience of, and serves as a resource for professional staff at the University of Washington. We strive to be a trusted and valued partner by:*

- *seeking the alignment of university governance with the university's stated values and the interests of the professional staff community*
- *nurturing a culture of excellence at the University of Washington*
- *fostering a collegial environment among professional staff and with the greater university community*

PSO Board Member

[The PSO](#) represents the over 8,000 [professional staff](#) who work at the University of Washington, including the Seattle, Tacoma, and Bothell campuses, UW Medicine and Harborview. The intent of this document is to explicate PSO Board member expectations, provide guidance and resources for effective participation, and ensure the limited number of Board positions are occupied by individuals who are actively involved with issues of concern to professional staff.

PSO elected members (executive officers, & Board members aka Directors) are required to actively participate in various PSO activities, and are encouraged to find other ways to support the PSO Board's work through optional efforts. **Board members should expect to spend, on average, 3 hours a week on PSO-related efforts, with some weeks requiring no investment and others requiring significantly more.** Executive officers as well as committee chairs should expect to spend more time. Note that, per [UW HR policy](#), time spent on PSO business is and shall be supported as part of Board members' professional staff positions at University of Washington. If a Board member is unable to maintain active involvement, the member may be asked to reevaluate their participation and/or to step down from the Board.

Board Member Expectations

Board members are required to:

- Serve in accordance with all bylaws.
- Participate in every monthly Board meeting from September through June.
- Attend the Board retreat, which happens in August and is scheduled collaboratively to align with Board members' calendars.
- Participate in at least one Board committee.
- Participate in a minimum of 1 PSO event a year (Diversity Forum, Annual Meeting/Awards Ceremony, or outreach/engagement events).
- Represent the PSO Board at 2 or more UW Welcome Days, which are held bi-monthly throughout the academic year.
- Engage with PSO business on all relevant platforms (email, Teams, shared Google Drive, etc.), including responding to PSO member queries as appropriate.

- For records retention compliance, store any PSO-related information on the shared PSO Google Drive.

Additional engagement is expected as feasible/appropriate, including:

- Attend and/or volunteer at PSO events as feasible.
- It is expected that a majority of Board members will attend both the Diversity Forum and Annual meeting/Awards Ceremony.
- Provide input to ensure a compelling and accurate PSO monthly newsletter.
- Consider serving on a Faculty Council or University Committee.

Board Commitment Declaration

I, _____, agree to serve in the capacity of PSO Board Member as described in this document, for the entirety of my term starting July 1, ____ through June 30, ____.

(signature)

Date: _____

Information, Resources, Support and Training

Board Orientation/Getting Started

- Review the Job Description (this document!)
- Review the [PSO bylaws](#)
- Review the [Professional Staff Program](#)
- Sign the Board Commitment portion and return to the PSO Secretary (digital is great!)
- Ensure you can access [PSO Google Drive](#):
 - Enable google apps for UWNETID, here: <https://uwnetid.washington.edu>
 - At same page, make sure your UWNETID's email delivery is set and forwarded to somewhere you actually look at
- Work with the PSO Board Secretary for [key on-boarding steps](#)
- Familiarize yourself with the [PSO website](#)
- Make sure you have monthly Board meetings and retreats in your calendar
- Review the annual [PSO calendar](#) (monthly breakdown of events, engagement and other efforts)
- Read [committee descriptions](#) and identify at least 1 committee on which you will serve.

Board Meeting Participation

Board meetings happen monthly from September through June, and are a key place where Board members discuss, decide, and determine next steps on key issues related to PSO membership and efforts.

Board members are required to participate in every monthly Board meeting. If there is an unavoidable excuse to be absent, please notify the Board Secretary and President of your absence at least 24 hours ahead of the meeting. PSO Executive Team and Board members may hold a vote to remove a PSO elected member from the Board who has 3 unexcused absences from the monthly Board meetings within an term year.

As part of your oversight responsibilities, Board members should read the agenda and minutes ahead of all Board meetings, contribute as appropriate, and otherwise prepare to participate. Contributing to the meeting agenda includes sharing key points from committees, councils, or other projects as appropriate. Per PSO bylaws, the PSO Board strives to use [Roberta's Rules](#) of parliamentary procedure.

PSO Committees

PSO Board [committees](#) exist to move the goals and operations of the PSO forward throughout the year. PSO Board members shall serve on at least one Board committee, and are

encouraged to join other committees as their interest and capacity allows. Each committee's purview, work plan, and operations are unique; Board members are encouraged to join committee meetings and to review committee materials as they decide which committee(s) on which to serve.

Committees are expected to create, implement, report on, and adapt yearly goals and work plans, sharing these with the Board as work progresses. Committees meet monthly. Each committee has a chair whose job it is to lead the work and contribution of the committee as it pertains to the goals and priorities of the PSO Board and its membership. Committees are also responsible for answering questions from the PSO membership that pertain to its purview (e.g., questions about scholarships should be answered by the chair or other members of the Scholarship and Professional Development Committee). Committees are also subject to pertinent bylaws.

All committee members are expected to participate in all committee meetings as feasible, contribute to committee efforts, and be prepared to discuss the outcomes, actions and next steps at Board meetings. Committee meetings and activities should be scheduled to accommodate committee members' schedules as feasible/appropriate. If chairing the committee, Board members shall provide leadership through setting goals and milestones, scheduling regular meetings that everyone can attend (within reason), providing agendas and tracking progress, and serving as primary point of contact to the Board through updating consent agendas and leading discussions on relevant topics. Board members are required to notify the committee chair if they are unable to regularly attend meetings and/or engage in committee activity, so that their schedules may be reasonably accommodated. If Board members are unable to regularly participate in the committee after reasonable accommodations have been made, in order to continue to fulfil the Board obligation to serve on a committee, the Board member should switch to a different committee.

Faculty Councils and University Committees

PSO Board members are encouraged to sign up for at least one [Faculty Council or University Committee](#). University faculty councils are one of the three sites of shared governance at the University of Washington. These councils, which advise both the provost and the Senate Executive Committee, include both current and retired members of the faculty, members of the administration, students, librarians, and staff. PSO seats on these councils were hard-won, and an important source of information and advocacy flow between professional staff and the rest of campus. Councils and PSO seats differ by council; see this [overview](#) for more details.

Serving on a faculty council or university committee exposes PSO members to people, issues, conversations and resources that they may otherwise have been unaware of. For this reason, beginning a term as a representative on a faculty council can be overwhelming. It is recommended that Board members assuming a seat on a faculty council discuss the purpose and the workings of that council with previous PSO representatives to the council, with the

council's chair or administrative support, or the Board. In addition, if a Board member expects to "cycle off" of a faculty council, s/he should consider announcing this to the Board as early as possible, so that a new representative may discuss, "shadow", or otherwise prepare themselves for the new role.

Board members shall attend all council meetings, engage in council activities as feasible and appropriate, report back to the Board with notes and key takeaways, and lead Board discussions on relevant topics as needed. If a PSO Board member assigned to serve on a faculty council finds that they are unable to attend the scheduled council meeting on a recurring basis due to a scheduling conflict, they should inform the PSO Executive Team as soon as possible to have that Council assignment changed to another Board member.

Faculty council and university committee seats need not be held by a current PSO Board member, per our bylaws, but Board members do have precedent to occupy these seats. Faculty council representatives and committee members who are not Board members shall provide updates from every council/committee meeting to the PSO for the board meetings via the Secretary and are encouraged, but not required to attend the PSO meetings. They are required, as above, to notify the PSO Executive Committee if they are unable to regularly attend their assigned council and repeated absences may result in the reassignment of the PSO representative on that council/committee.

Additional Resources

- [Faculty Code and Governance](#) (useful when serving on faculty councils)