

**Duke University School of Nursing
Staff & Workplace Advocacy Council
Last Approved Version – 11/8/2018**

Article I: Name

1. The name of this organization is Staff and Workplace Advocacy Council (SaWAC).

Article II: Mission

1. The mission of SaWAC is to support the Duke University School of Nursing by enhancing communication, improving functionality and promoting community engagement within the workplace. SaWAC actively commits specifically to the promotion, development and implementation of programs and events in support of staff development.

Article III: Membership

1. **Member Eligibility.** Membership is comprised of staff employed by DUSON. Members must have been employed with DUSON for a minimum of one year. Members must seek approval from their supervisor to participate in SaWAC.
2. **Diversity.** Membership will represent a cross section of DUSON staff and departments.
3. **Term and Length of Service.** Members commit to one year of service, with stated commitments each following year. Service term length is one academic year (August 1- July 31). Members may serve more than one term.
4. **Vacancies.** If membership drops below 10 people, vacancies will need to be filled immediately.
5. **Removal.** Members may be removed due to lack of participation in SaWAC meetings or subcommittees. Unexcused absences and being consistently tardy for meetings will be in consideration.
6. **Ex-Officio Members.** The Associate Dean for Finance and Administration is a non-voting member.

Article IV: Officers and Organization

1. **Composition.** Officers appointed annually by self-nomination or by SaWAC member nomination. Officers include Chair, Vice-Chair, Meeting Recorder, Staff Meeting Coordinator, Communications Coordinator, and Events Coordinator.
 - a. **Chair.** Serves as the liaison between SaWAC and Associate Dean of Finance and Administration, and helps establish relationships within DUSON and the greater Duke community. Represents SaWAC in the Administrative Leadership Group and attends meetings as requested. Confirms monthly staff meetings have a facilitator or serves as the facilitator as needed.
 - b. **Vice-Chair.** Ensures that school staff meeting topics/guests are confirmed by designated persons including: topics and guests, A/V requests, catering, information is submitted for PowerPoint. Works with SaWAC to keep communications consistent, triages the SaWAC email account, and SaWAC-sponsored event reminders, which are coordinated with subcommittee leaders. Serves as the backup for the Chair in their absence.
 - c. **Meeting Recorder.** Records the minutes of the monthly SaWAC meetings. Ensures that the minutes are accurate and are completed within a week of the meeting, and stored on the SaWAC shared drive. Serves as the backup for Vice-Chair at meetings in their absence.
 - d. **Vacancy.** SaWAC may fill a vacancy in an office through self-nomination or by SaWAC member nomination.

Article V: Subcommittees

1. **Standing Subcommittees.** The standing subcommittees of SaWAC shall be:
 - a. **Staff Awards Subcommittee.** The annual Staff Awards program consists of four awards that recognize and celebrate the contributions of the many staff members who exhibit outstanding commitment and dedication to the mission of the School. The five awards are as follows: Frances Mauney Community & Collaboration, Leadership, Outstanding Service to Students, and Peer to Peer.
 - b. **Summer Party Subcommittee.** Summertime celebration for faculty and staff to engage and have fun.
 - c. **Staff Retreat Subcommittee.** Professional development for the staff set in a non-work environment as a way to develop relationships across departments and divisions. Provide the staff with a framework of tools to use in the workplace to assist them with engaging with coworkers and faculty.
 - d. **Craft and Vendor Fair Subcommittee.** Arts, crafts, and other approved items are showcased and sold by DUSON employees or DUSON-sponsored persons. Table rental proceeds and donations support the DUSON Annual Fund to support students
 - e. **Winter Party Subcommittee.** Winter celebration for faculty and staff to engage and have fun.
 - f. **Bylaws Subcommittee.** Review and update organizations' bylaws as needed.
 - g. **Day of Service Subcommittee.** Volunteer activity for faculty and staff at DUSON to benefit the Duke and/or Durham community.
2. **Other Subcommittees.** SaWAC may establish other committees as needed.
3. **Subcommittee Membership.** Members are expected to contribute to one or more committees or SaWAC event.

Article VI: Meetings

1. **Meeting Attendance and Frequency.**
 - a. **SaWAC Meetings.** Meetings are held monthly. Agenda are provided for each meeting and are set by the Chair, with input from the members.
 - b. **Staff Meetings.** Meetings are held on the first Friday of each month, unless stated otherwise. July and December do not usually have a meeting. Meeting topics are wide-ranging, but usually encompass DUSON, Duke, or the local community. These meetings are meant to share information and exchange ideas.
 - c. **Subcommittee Meetings.** Meetings held as needed. Updates and progress are shared at the monthly SaWAC meetings.