

COSAF Council Expectations and Participation

- Attend regular Council meetings, held every other Friday, 11:30 am – 1:00 pm.
 - There will be no meetings over **Winter** and **Spring** breaks.
 - During the month of **April**, meetings will be held **every Friday**.
 - The most up to date **meeting schedule** is always posted on the COSAF website, cosaf.ucdavis.edu, and a pdf will also be on file in Microsoft Teams for COSAF.
- Meetings
 - **Attendance** will be taken at all meetings.
 - **Reading material** will be provided to council members prior to each meeting. Following each meeting, all meeting reference materials will be posted in Microsoft Teams as well as the COSAF website.
 - **Respectfully** challenging items is appropriate and expected of Council members.
 - It is your money being spent and allocated and you should understand and provide input on the fees that you and the other 30,000+ students you represent are paying.
 - **Asking questions or seeking clarification** is the best way to ensure you fully understand the work of the council.
 - Being a **change agent**- A change agent is a person from inside or outside the organization who helps an organization transform itself by focusing on such matters as organizational effectiveness, improvement and development. Members of COSAF can be change agents for the greater good of our campus.
 - If you are **unable to attend a meeting**, please notify the following COSAF staff (in advance if possible):
 - Sheila Bird, shebird@ucdavis.edu
 - Ariana Williams, armwilliams@ucdavis.edu
 - Emita Amatya, emamatya@ucdavis.edu
- Members (except co-chairs) are paid hourly and are expected to keep track of their hours.
 - Undergraduate students will submit a **bi-weekly** timesheet in the TRS system.
 - Graduate students will complete a **monthly** timesheet in the TRS system

*(More details to follow on the **Payroll Process** handout)*
- In addition to attending regular Council meetings, each member will be asked to join one of the following **subcommittees**:
 - Health Fee Oversight Committee (HFOC)
 - Student Health Insurance Program Committee (SHIP)
 - The Green Initiative Fund Committee (TGIF)
 - COSAF Subcommittee: Student Services Fee
 - COSAF Subcommittee: Student Programming Fund
 - COSAF Subcommittee: Student Development Funds

*(More details to follow on **External Committees** handout)*