

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.
- The most up to date **meeting schedule** is always posted on the COSAF website, cosaf.ucdavis.edu, under the Meetings tab.
- **Attendance** will be taken at all meetings.
- If a member has **two consecutive unexcused absences** or **more than three unexcused absences in one quarter** the Council may recommend to the Vice Chancellor of Student Affairs that the member be removed from the Council.
- If you are **unable to attend a meeting**, please notify the following COSAF staff in advance:
 - **Sheila Bird**, shebird@ucdavis.edu
 - **Mai Mai**, Co-Chair mnmai@ucdavis.edu
 - **Tristan Hicks**, Co-Chair tlhicks@ucdavis.edu
- **Reading material** will be provided to council members prior to each meeting. Following each meeting, reference materials will be posted on the COSAF website, cosaf.ucdavis.edu, under the Resources tab.
- Members (with exception of staff, faculty and Ex-Officios) are paid hourly and are expected to keep track of their time.
 - Undergraduate students will submit a **bi-weekly** timesheet in the TRS system.
 - Graduate students will complete a **monthly** timesheet in the TRS system
- In addition to attending regular Council meetings, Undergraduate members will be asked to join one of the following **subcommittees**:
 - Student Services Fee
 - Student Programming Fund
 - Student Development & Dean Witter Funds
- Optional **external** committees to join are:
 - Health Fee Oversight Committee (HFOC)
 - Student Health Insurance Program Committee (SHIP)
 - The Green Initiative Fund Committee (TGIF)
- During meetings:
 - **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 38,000+ 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.