

Asian and Asian American Faculty and Staff Council
Executive Board Roles, Responsibilities, and Stipend Allocation

Note: All members of the board agree to meet with candidates during the hiring season. Primary responsibilities are as follows:

Chair

- Regularly assembles AAFSC board and members to identify needs and concerns, develop strategies to achieve collective goals, and build and strengthen a sense of community
- Represents and advocates for AAFSC board and members and community to promote inclusive excellence at UMBC and enhance visibility of our community.
- Provides and/or coordinates mentorship for AAFSC group members and community.
- Advances the recruitment, retention and promotion of members of AAFSC.
- Provides advocacy and support for undergraduate and graduate students who identify with AAFSC to aid their success and promote inclusion.
- Coordinates and responds to communication with provost's office regarding AAFSC.
- Coordinates candidate visits during hiring season.

Vice-chair

- Assists the chair closely with all responsibilities above.
- Runs the election of AAFSC Executive Board members.
- Helps the chair set and draft the agenda for Executive Board meetings and membership meetings.
- Assists chair in drafting, coordinating, and sending communications with Executive Board and membership.
- Collates information and data on Asian and Asian American faculty and staff within the university so that it may be shared with the membership with help from the chair.

Secretary

- Writes up and shares meeting minutes and action items from each meeting of the Executive Board and membership.
- Posts announcements on AAFSC's myUMBC group page (once drafted by chair and vice chair).
- Sends annual welcome email to new hires.

At large council members

- Aid in the recruitment and outreach of new members across the colleges and among staff.
- Assist in AAFSC programming and coordinating tasks as needed.

Stipend Percentages: The provost's office provides the AAAFSC with \$3000 annually to support events and activities. Additionally, the provost's office provides a \$5000 stipend to the board's leadership in recognition of their labor. The executive board will share the stipend, and it will be split accordingly:

Chair 40%

Vice-chair 20%

Secretary 13%

3 At large council members 9% each