



Committee Charges & Deadlines

The FSO Executive Committee (“EC”) liaisons will have access to FSO’s Zoom premium account. The liaison will set up any meetings that the committee chairs need to hold. Once the meeting starts they can turn over the presentation to the chair or any member of the committee.

Each EC liaison will be responsible for reporting on the progress of the committee’s work to the EC at each meeting, monitoring each committee’s general participation and effectiveness, and making future recommendations on committee membership and charges.

Established by the Constitution and Bylaws

Executive Committee: Made up of the officers and directors to oversee the business of the organization by setting policies, making decisions, and conducting business on behalf of the organization. Set the date and time of annual general membership meetings so that business can be conducted.

Elections Committee: Conducts any and all FSO elections assuring compliance with all Department of Labor Regulations. Review applicable Constitution, Bylaws and policies and makes recommendations.

Established by the Executive Committee

Bargaining Committee: Trains and supports the FSO members of all the state and local option contract negotiations teams. Conducts bargaining research in preparation for bargaining. This committee sets the coordinated bargaining goals for the group, assists FSO affiliates with negotiations as needed, and approves all settlements..

Member Advocacy Committee: Train interested FSO members in handling grievances and representing members of FSO in all grievances. Reviews all grievance in process and makes recommendations on whether to proceed to arbitration. Reviews all ULPs prior to their submittal and makes a recommendation to the FSO Executive Committee.. **Set a training date and program to train all prospective Member Advocacy team members by _____.**

Constitution & Bylaws Committee: Review and make recommendations to the membership on amendments to the FSO Constitution & Bylaws. Recommended changes are due 3 months before any General Membership meeting for review by the Executive Committee and publication to members **two weeks prior to any General Membership meeting.**

Sunshine Social Committee: Express FSO sentiments for those joyous and sad occasions, which affect our membership as provided for in the Guidelines. Additionally, to express FSO’s sentiments for those joyous and sad occasions which affect the management, staff and Governance leaders. Guidelines need to be approved annually as part of the budget. Current guidelines are due **ASAP** for review by the Executive Committee.



The following committees are provided for in the FEA/FSO Master Contract and can be filled only with staff covered by the state Master Contract. These positions are appointed by the President as per contract.

Liaisons must set the meetings for the entire group to participate in the discussion.

Placement Review Committee (3 seats): Contains three FEA/state option bargaining unit members, one of which must be associate staff. Reviews all salary schedule step placements offered to new employees. **Craft language to propose at bargaining to incorporate into the FSO state contract for placement.**

Sabbatical Leave Committee (2 seats): Reviews and makes recommendations on requests for sabbatical leave pursuant to Article 32.4 of the FEA/FSO Master Contract. **Craft language to propose at bargaining to incorporate into the FSO state contract for sabbatical leave.**

Health & Safety Committee (2 seats): Serves as a sounding board to members on safety and health issues. Investigates health and safety concerns of FSO members and makes recommendations to the FSO Executive Committee. **Craft language to propose at bargaining to incorporate into the FSO state contract for health and safety issues.**

Sick Leave Pool Committee (4 seats): Reviews and respond to requests for use of the Sick Leave Pool pursuant to Article 22.6 of the FEA/FSO Master Contract. **This year, this committee will review policies and procedures currently in place for access and usage of the Sick Leave Pool and, if necessary, recommend changes to the FSO Executive Committee.**

Joint Health Insurance Committee (4 seats): Meets quarterly. Composed of four members appointed by FSO and four members appointed by FEA. Analyzes the FEA health insurance plan, reviews utilization, develops education programs, established plan guidelines, issues reports to constituents, and makes recommendations for plan modifications. **All recommendations put forth by the committee shall be subject to negotiations.**

401K Committee (2 seats): Develops information and education on the performance of the 401k plan and set up training webinars on how to best make use of the plan. Encourages employees to invest in the 401k plan as well as monitor the plan for any potential issues that must be bargained. **Make bargaining recommendations for the fund administration as well as potential changes in fund management.**