

**SEATTLE CHILDREN'S RESEARCH INSTITUTE
OPERATING POLICIES / PROCEDURES**

DEPARTMENT:	Research Institute Administration
POLICY NUMBER:	RIA-016
REPLACES:	RIA-16
EFFECTIVE DATE:	September 1, 2009
REVISION DATE:	June 25, 2009
POSTED FROM:	Not applicable

TITLE: Research Staff Development Committee Membership and Responsibilities

SUMMARY:

The Research Staff Development Committee (RSDC) was established in 2005 by the Office of the President at Seattle Children's Research Institute. The RSDC is a staff led committee with representation from all areas of research. The RSDC will strive to provide training and educational opportunities, improve engagement, build relations, serve as advocates, retain and recognize, and provide opportunities for networking and fun for research staff.

POLICY/PROCEDURE:

016-1 The RSDC is composed of 17 voting members. The committee has one chair, one vice chair, one treasurer and subcommittee chairs. Salary support may be provided for committee leadership and is subject to change based on the annual budget. All changes to leadership salary support must be approved by the Office of the President and the RSDC. Each year the RSDC will decide if additional members are needed to fulfill the membership goals for the next year. In addition, the chair and current members will determine if they will participate on the committee for an additional year. Committee members may be asked to step down from the committee if they are not actively contributing towards the goals of the RSDC.

The committee will have representation from basic, clinical and outcomes research and Research Support Services. Additional participants include a representative from Research Human Resources and other volunteers as needed. The committee strives to have equal balance and representation across all areas of research, however the number of staff included in each area will vary and is subject to change.

- 016-1.1 Membership eligibility:
 - Non-director, manager, supervisor or faculty
 - Employee paid by Seattle Children's
 - ≥ 0.8 FTE
- 16-1.2 Committee chair eligibility:
 - Must meet membership eligibility
 - Minimum of one year served on the committee
- 16-1.3 Membership responsibilities:
 - Commitment of at least one year service
 - PI or manager approval
 - Commitment to serve on one subcommittee
 - Commitment to attend committee related meetings
 - Commitment to actively participate in committee activities
 - Communicate and respond to the needs of their respective group and look beyond individual needs

016-2 A call for nominations for open positions will be made in August of each year. Staff throughout the research institute may nominate themselves for service on the committee. Nominations shall be made by completing the nomination form that includes endorsement by the PI or manager.

016-3 The RSDC will evaluate all nominations and look to fill positions in under represented areas of research. At the discretion of the RSDC an electronic voting survey may be sent to research institute staff. All final decisions will be made by the RSDC.

016-4 Nominees will be notified in September of their election status and new members will officially join the committee in October. If a committee member vacates the RSDC prior to June, positions may be filled with those previously nominated; however, the RSDC will decide whether the position(s) should be filled and how best to fill the position(s).

016-5 Current RSDC leadership may elect to remain in office at the end of each fiscal year. Should an RSDC member formally request re-election of officers, nominations will be accepted and a subsequent vote held. If a lead role is vacated, current members of the RSDC will be nominated to fill the leadership position. The RSDC will vote on the nomination(s) before the lead takes office.

- 016-5.1 Chair responsibilities:
 - Provide oversight on all committee and subcommittee activities
 - Serve as main point of contact for the RSDC

- Develop and oversee committee related policies, procedures, surveys, and expenditures
- Coordinate and facilitate meetings
- Present information about the RSDC to departments and groups
- Oversee all committee related communications
- Combine committee efforts with the goals of the research institute
- Collect data from staff about education and enrichment needs
- Communicate with senior administrators and the Center Directors Advisory Committee regarding staff related issues as needed
- Provide updates and participate in quarterly leadership meeting
- Prepare annual report and budget for the Office of the President
- Assign duties to members and solicit additional volunteers as needed

016-5.2 Vice chair responsibilities:

- Assist in planning meeting agendas
- Assist chair in moving initiatives forward
- Review and provide feedback on committee related communications, presentations and reports as needed
- Assist in developing communications
- Participate in at least one subcommittee as a member
- Serve as a liaison for staff
- Participate in quarterly leadership meetings

016-5.3 Treasurer responsibilities:

- Assist in the development of the annual budget
- Maintain budget
- Keep record of professional development awards
- Assist in processing professional development awards (e.g., process payment and/or reimbursement)
- Provide quarterly budget reports to the RSDC
- Notify the chair of any budgetary concerns

016-5.4 Subcommittee chair responsibilities:

- Schedule and chair regular subcommittee meetings and ad hoc meetings as needed
- Establish timelines and assign responsibilities to members

- Provide updates as needed to the RSDC
- Notify chair of any issues that need resolution
- Attend subcommittee related events
- Keep electronic records and files up to date

016-6 Currently, there are four subcommittees to the RSDC: Professional Development and Training, Events, Outreach and Brown Bag Seminar Series. Subcommittees may be restructured or additional subcommittees may be added as needed to meet the goals of the RSDC. Each subcommittee should have a minimum of four members.

016-6.1 Professional Development and Training Subcommittee responsibilities:

- Review funding allocation policy and application and recommend updates as needed
- Review and approve all applications for funding
- Coordinate funding allocations with Treasurer
- Notify applicants of funding decision
- Coordinate in house training for staff

016-6.2 Events Subcommittee responsibilities:

- Plan and coordinate annual events
- Collaborate with the Project Management Office as needed
- Coordinate event expenses with Treasurer
- Evaluate event successes based on surveys or other feedback mechanisms and roll into future event planning

016-6.3 Outreach Subcommittee responsibilities:

- Disseminate information about the RSDC to staff
- Improve communications to and with staff
- Write quarterly staff spotlight articles
- Collaborate with the research Reward and Recognition Liaison Team on staff recognition efforts
- Promote RSDC as staff advocates
- Provide committee information to new staff

016-6.4 Brown Bag Seminar Series Subcommittee responsibilities:

- Coordinate logistics for monthly brown bag seminar series
- Find internal and external speakers of interest to staff

- Coordinate honorarium with Treasurer as necessary
- Collaborate with research centers as requested on special seminars

Submitting Office: Research Institute Administration

Approved by:

\\s\ James B. Hendricks, PhD 9/15/09
President, Seattle Children's Research Institute