Membership Process for the Staff Appreciation and Development Committee (SAND)

- Committee Members commit for a one-year appointment with members rotating annually with the academic year (July 1-June 30). Members are expected to attend a minimum of nine meetings per year, promote SAND by participating in as many SAND events as possible, and promote SAND events and opportunities within their department.
- Annually, SAND will send out an announcement asking for new members during an open month (currently May) for any available seats.
    - The SAND committee will have a maximum of 15 board member seats, with the committee determining the best size for any academic year before the announcement goes out. Any remaining seats after accounting for continuing members will be considered available and open to new applicants.
    - The announcement asking for new members will include a link to an application form to include the following:
        - Name
        - Email
        - Supervisor
        - Department
        - Why do you want to be involved and/or what can you contribute to the committee?
- At the conclusion of the open month (currently June), the applicants will be selected with a goal to seat a committee best representative of the campus staff community.
    - Multiple members from within the same office will not be allowed (office defined as "shared workspace").
    - All applicants' questionnaires will be reviewed by the current committee.
- The SAND Liaison will be notified of the selected board members. They will verify with applicant's supervisor, confirm the staff member's eligibility, and will inform the member of the committee's decision.
    - Board membership will begin in July, but new board members are welcome to contribute to SAND events between their notification of board membership (by the Liaison) and the beginning of their term.

* The committee reserves the right to start recruitment during any time that the committee experiences a drop in membership and deems it appropriate beyond the time periods listed above.