SASA Workgroups, Chairs and Liaisons Duties

SASA Workgroup Leadership		
Workgroup *Click = eList address*	**Chair (& Co- eList Owner)** *Click = eMail*	**Liaison to Gen Mgrs** *Click = eMail*
Bookstore	Tracy Dolan	Diane Williams
Card/ Info Tech	Jeffrey Davidson	Dana Weiss
Controllers	Erin Goldman	Mike Flaherty
Dining Service	Steve McAfee	Mike Flaherty
HR	Michelle Brackin	Pierre Gagnon
Marketing	Ray Kohl	Jeff Brady
Transport/Housing	Leo LeJeune	Dave Sengstock
SASA Webmaster	Ray Kohl	

SASA's workgroups are organized pursuant to the SASA Constitution and Bylaws Article SEVEN. SASA Work Groups provide its members with a resource to share problems and their solutions on an ongoing basis, facilitated by SASA eLists 24/7.

Workgroup Chair: is elected by workgroup membership. The SASA President may appoint initial facilitators/ Interim Chairs until the group membership has the opportunity to elect a new Chair.

Workgroup Liaisons. Workgroups have a formal Liaison to the SASA Executive Committee, normally the ASC General Manager at the same campus of the Workgroup Chair, so that the General Manager remains aware of the time and effort needed by the Chair, and to facilitate any SASA resources needed by the Workgroup.

Workgroup Liaison duties to make certain the workgroup is functioning as intended, and to communicate to the SASA President any resources needed from SASA.

Workgroup Chair Duties:

A. Primary coordinator of the Workgroup activities such as establishing Annual Objectives/ Priorities/ Tasks to be completed. Tasks may be assigned to a Workgroup by the SASA President and/or Executive Committee.
B. Provide periodic reports (minimally annually) to the SASA President & Liaison on progress on its Objectives/ Tasks.
C. If/ when needed, Identify any SASA resources needed by the Workgroup to the respective Liaison and SASA President
D. Assist in Coordinating Annual Meetings planning, helping to organize presentation sessions of interest.
E. Organize any needed additional meetings of the Workgroup throughout the year, wherever feasible holding joint meetings with other SASA groups.
F. Post workgroup meeting summaries on the SASA website (send to SASA webmaster, Ray Kohl: rjkohl@buffalo.edu
G. Assist in managing the Workgroup's SASA eList: helps keep the Chair aware of their group's membership changes as they occur, enhances their recruitment of new members, and "connects" SASA to each individual campus incumbent.

   Managing SASA's eLists: SASA's webpage "Listserv" tab has basic info, Etiquette, and FAQs you need to be familiar with. UBuffalo's list owner web interface automates common listserv tasks. SASA's eList Coordinator (Rich Bentley) will program the workgroup Chair as a UB ListOwner on the UB Listserv system. Once programmed, the Chair needs to:

1. Log onto the UBuffalo's Listserv at: http://listserv.buffalo.edu (left menu bar, select "ListOwner Interface") to establish your password. Once signed on, the UB listserv List Owner Interface becomes available for your routine list management. SASA's eList Coordinator will "walk you through" your first Log-On and common tasks.
2. When any eList subscriber address generates any message delivery error, the UB listserv system auto-generates a message to the List Owner(s). Some error messages require no action (Recipients eMailbox is full" but is sometimes a precursor that the member has left service at that campus), while other errors ("Recipient not found; no such user") requires you to call the campus office/ subscriber to see if they are still there, if they changed their e-address or name change, or if you find they left, get the new incumbent info, then update the subscriber list. The most common eList subscriber error resolution revisions are:
   - Deleting/Adding a subscriber, or
   - Updating a subscriber's eAddress.
   - Update the "automated welcome message" (usually a one-time update when a new Workgroup Chair is elected).
3. If a member follows the posted online listserv instructions to subscribe to a SASA eList, - you would receive an automated UB Listserv message to approve them. When you make changes (Adds/Deletes and E-mail address changes):
   - If the subscriber change is the "primary workgroup rep" for their campus, send the update to the SASA Secy (currently Patrick Savolskis at Purchase) who maintains the SASA directory. If you don't know whether the subscriber is the 'primary rep', you'll need to ask the subscriber.
   - If the subscriber is an additional subscriber (not the primary rep) from that campus, no additional action is needed. There's no limit on # subscribers on SAS eLists.

Problems/Questions: contact Rich Bentley