

Career Community Guidelines and Procedures

Career Community Guidelines and Procedures - Final 8.26.20

Financial and Procurement Services Career Community

I. Name

The group is named the Financial and Procurement Services Career Community, or FPSCC.

II. Job Family and Source of Legitimacy

The Financial and Procurement Career Community (FPSCC) represents Virginia Commonwealth University's (VCU) Financial and Procurement Services (FPS) job families. The community draws its legitimacy from the career community structure described in the Career Development policy and guidelines, which is a subsection of the Working@VCU HR policy. The Career Development Program Manager has ultimate responsibility, per the Career Development policy, for oversight of the career community structure and program.

III. Mission

FPSCC develops VCU finance and procurement professionals through mentoring, learning and connecting in order to bolster the overarching success of the individual, department, and university.

IV. Vision

FPSCC invests in and unites a diverse community of VCU finance and procurement professionals and aspires to develop its members to support the university's mission and priorities.

V. Membership

FPS job family members are automatic members of the FPSCC. Any other VCU employee (university and academic professionals, and classified staff) may join the career community at any time by notifying the career community leadership team of their interest.

VI. Governing Structure

The FPSCC is governed by a leadership team which consists of 7 positions. Leadership team positions are nominated from and selected by the career community. Job family members interested in serving on the leadership team should seek their manager's approval in advance of pursuing a position on the team.

Leadership Team Positions

Leadership team positions are listed below. Detailed descriptions of each position are written in the Leadership Team Positions document. Please review the leadership team's position or click [here](#).

The elected leadership team positions are as follows:

- Two Co-chairs (or Chair and Co-chair) *(These positions are non-negotiable)*
- A Correspondence Coordinator *(This position is non-negotiable)*
- A Financial Coordinator *(This may change with time)*
- Three standing committee chairs including:
 - Mentoring *This is non-negotiable*
 - Learning *After year one, may be altered*
 - Connecting *After year one, may be altered*

Appointed Positions

Three additional positions support the career community and provide essential, informal leadership and consulting assistance. These roles are not part of the formal career community governing structure, and thus are fulfilled by invitation or appointment. They include:

- The Liaison
- The Community Sponsor

- The HR Career Community Partner (a Learning, Development and Organizational Culture team member)

Standing Committees

Three standing committees exist within the FPSCC leadership team:

1) Mentoring, 2) Learning, and 3) Connecting.

These committees, under the leadership of each chair, are focused on opportunities for career development and group collaboration. Committee chairs are responsible for inviting and assembling a representative membership that are able to meet regularly to coordinate and promote mentoring, learning, and networking engagements.

Ad-hoc committees may be identified and formed under the leadership of the leadership team to meet short-term, time-bounded community needs.

The leadership team members are not eligible for standing or ad hoc committee membership. Committee chairs are encouraged to recruit diverse talent across the career community to contribute to committee projects.

Committee chairs have decision-making power regarding the number of members needed to accomplish standing or ad hoc committee goals.

Terms: Length, Transition, Procedures

The leadership team, including standing committee chairs, serve for one fiscal year (July 1 – June 30). Members transitioning off the leadership team should allow for at least one month overlap with new team members for the purposes of matriculation and on-the-job training.

Exceptions to the one year term expectation are as follows:

1. Leaders who are in new, developing communities (inaugural leaders) and assume their new positions after the start of the fiscal year may end up serving less than one year;
2. Inaugural leaders who aspire to serve an additional fiscal year can submit an intent to the HR career community partner;
3. Leadership team members who wish to be nominated or self-nominate for another, different position on the team may do so by following the nomination and election process outlined in this guiding document.

Mid-Term Vacancies

Mid-term vacancies and plans to fill them should be immediately communicated to the HR Partner and the Career Development Program Manager.

If a vacancy occurs mid-term in either of the two co-chair positions, the other co-chair shall assume the full responsibilities for the role for the remainder of the term.

The Chair(s) can appoint individuals to fill vacancies in any other role from the pool of members that have been active in the community and that possess skill sets required for the position.

Plans to fill vacancies should also be communicated with the career community.

VI. Meetings/Activities

- The leadership team will, in general, meet monthly and not less than every other month.
- Activities for community members will be scheduled typically once a month, a minimum of quarterly per year.
- Standing committees should meet at least once a month.

VII. Election Procedures

The current leadership team oversees the election procedures for the future leadership team. A leadership team member seeking a different position on the team for the upcoming term shall recuse themselves from involvement in the election procedures.

Eligibility

Any FPS job family member is eligible for nomination and election as a co-chair on the FPSCC leadership team.

Any career community member is eligible for nomination and election to the other leadership team positions. This includes non job family members who have been dedicated career community members.

Any eligible person seeking a position on the FPSCC leadership team should have attended at least 75% of the meetings, events, or activities over the course of the year leading up to the nomination and election.

Individuals seeking leadership team positions must:

- Demonstrate advocacy for career development and support the mission of the FPSCC.
- Have the written support of their managers.
- Be comfortable in a leadership role and be able to solicit and answer questions, provide guidance and lead conversations.
- Be able to dedicate a minimum of 8-10 hours per month toward FPSCC Leadership Board planning, meetings, and activities.

Nomination Process

The nomination process begins in March or April of each year.

- A list of vacancies will be distributed by the Communications Coordinator.
- Members of the FPSCC may self-nominate or nominate an eligible individual to fill a position on the leadership team.
- If nominating another person, before submission, the nominator must inform and get agreement from the nominee.
- Nominees will provide a brief biography regarding their professional experiences that qualify them for the position. The biographies will be included on the ballots for election.

Voting Process

Electronic ballots will be created by the Correspondence Coordinator and distributed to the FPSCC in April or May.

- The counting and tallying of the ballots will take place during a leadership team meeting and be presided over by the Chairs (Chair/Co-Chair).
- In the event of a tie between two or more candidates for the same office, successive balloting shall be conducted between the tied candidates until one candidate receives a plurality.
- If two tiebreakers fail to yield a plurality, the leadership team will break a tie by majority vote.

The Correspondence Coordinator broadcasts the leadership team voting results to the full set of nominees first, and then the career community members. Nominees who have won their positions must give final agreement that they will serve in their positions prior to full career community announcements.

VIII. Guidelines Review and Approval

Guideline revisions may be made by the community's leadership team and approved in collaboration with the HR Career Community Partner.

IX. University Policies

All participants and leaders within this career community must also follow university policies.

- VCU's Conflict of Interest Policy found here: <https://acs.vcu.edu/integrity-and-compliance-office/learn/conflict-of-interest-and-commitment/>
- Discrimination and harassment: <https://acs.vcu.edu/integrity-and-compliance-office/learn/discrimination-and-harassment/>
- Ethical decision-making: <https://acs.vcu.edu/integrity-and-compliance-office/learn/ethical-decision-making/>
- Code of Conduct: <https://acs.vcu.edu/integrity-and-compliance-office/vcu-code-of-conduct/>
- Ethics and Compliance: <https://acs.vcu.edu/integrity-and-compliance-office/ethics-and-compliance-program/>
- Working at VCU: <https://policy.vcu.edu/universitywide-policies/policies/working-at-vcu-great-place-hr-policies.html#policy-specifics-and-procedures>