



UCTSC Co-Chair Roles & Responsibilities

The UCTSC Co-Chairs provide collaborative leadership for the committee and work together to advance the group's vision, goals, communication, and UC-wide transfer initiatives. Co-Chairs share the following responsibilities and may divide tasks based on availability, capacity, and areas of expertise.

Monthly UCTSC Meetings

- Schedule monthly UCTSC meetings.
- Develop, maintain, and distribute meeting agendas.
- Facilitate monthly meetings collaboratively.
- Ensure meeting notes, action items, and follow-up items are documented and shared with members.

Co-Chair Collaboration

- Uphold and advance the vision, mission, and goals of UCTSC.
- Meet bi-weekly to share updates, discuss priorities, and plan upcoming meetings and initiatives.
- Maintain open communication regarding schedules, availability, responsibilities, and emerging needs.
- Share leadership responsibilities and provide continuity and support when one Co-Chair is unavailable.
- Work collaboratively to ensure responsibilities are distributed equitably and consistently.

Goals, Subcommittees & Feedback

- Establish annual goals and priorities for UCTSC in collaboration with committee members.
- Develop subcommittees or working groups as needed to advance UCTSC goals and initiatives.
- Support and monitor subcommittees to promote progress, collaboration, and accountability.
- Gather feedback from UCTSC members regarding committee activities, leadership, priorities, and opportunities to strengthen the group's effectiveness.
- Use member feedback to inform future goals, initiatives, and meeting priorities.



Information, Communication & Social Media

- Maintain the UCTSC Listserv and use it for committee-wide communications.
- Maintain and manage the UCTSC Google Drive and ensure relevant materials are organized and accessible to members.
- Maintain and communicate through the UCTSC Slack channel.
- Maintain the UCTSC Contact Sheet, including adding new members and removing or updating former members as needed.
- Maintain and manage the UCTSC Instagram account and other social media platforms utilized by the committee.
- Monitor the UCTSC Instagram account regularly, including messages, comments, tags, mentions, and engagement.
- Develop, coordinate, and post relevant content highlighting UCTSC initiatives, transfer student resources, campus activities, UC-wide opportunities, and other information relevant to transfer students and transfer professionals.
- Promote National Transfer Student Week, UCTSC events, UC-wide collaborations, and other transfer-focused initiatives through social media.
- Collaborate with UCTSC members and campus partners to gather and share appropriate content representing transfer programs, events, resources, and initiatives across the UC system.
- Develop and maintain materials that support the work of UCTSC, including Google folders, Docs, Forms, Sheets, Slides, surveys, presentations, flyers, Zoom meetings, social media content, and other resources as needed.

National Transfer Student Week (NTSW)

- Support the NTSW subcommittee in planning and implementing UC-wide collaboration for National Transfer Student Week each year.
- Assist with the development and coordination of UC-wide NTSW resources, programming, and marketing materials, as appropriate.
- Collaborate with campus partners, UCOP transfer-focused groups, and other partners who can strengthen National Transfer Student Week programming and experiences for transfer students across the UC system.
- Support the promotion of campus and UC-wide NTSW events and initiatives through UCTSC communication channels and social media.



Partnerships & UC-Wide Collaboration

UC Office of the President (UCOP)

- Maintain consistent communication with designated UCOP points of contact.
- Coordinate updates to the Transfer Center Dashboard on the UCOP website and submit requests for additions, corrections, or other necessary changes.
- Maintain communication regarding UC-wide transfer initiatives, opportunities, and areas of collaboration.
- Serve as a point of connection between UCTSC members and UCOP regarding transfer-related initiatives when appropriate.

Transfer Prep Group (TPG)

- Meet with the TPG Co-Chairs approximately every six months to maintain communication and identify opportunities for collaboration.
- Invite the TPG Co-Chairs to a UCTSC meeting annually to provide updates on their work and initiatives.
- Provide an annual UCTSC update to the TPG highlighting committee initiatives, priorities, and opportunities for collaboration.

Term & Commitment

UCTSC has not yet formally ratified terms of service for Co-Chair leadership positions. Historically, Co-Chairs have continued serving until they resign, opt out of the leadership role, or otherwise indicate that they are no longer able to serve. At that time, the position becomes open and a new Co-Chair is identified from within the UCTSC membership.

One of UCTSC's goals for the **2026–2027 academic year** is to develop and ratify formal bylaws. Establishing bylaws will provide UCTSC with a more consistent, transparent, and sustainable structure for how the committee operates. This may include establishing processes related to:

- Leadership terms and transitions
- Co-Chair selection and succession
- Membership and participation
- Voting and decision-making
- Subcommittee structure and responsibilities
- Meetings and committee operations
- Communication and documentation



- Other governance practices identified by the UCTSC membership

Until formal bylaws are developed and ratified by the UCTSC membership, Co-Chair terms, responsibilities, and leadership transitions will continue to follow the committee's established practices.

Shared Leadership

The Co-Chair role is intended to be collaborative. Responsibilities may be divided between Co-Chairs based on workload, availability, strengths, and committee priorities. Both Co-Chairs are expected to maintain consistent communication, support one another, and work collectively with UCTSC members to advance the work of the committee.

The Co-Chairs also serve as facilitators of the collective work of UCTSC rather than being solely responsible for carrying out every initiative. Members, subcommittees, campus representatives, and partners are encouraged to contribute their expertise, ideas, resources, and leadership to support UCTSC priorities.

Ultimately, the Co-Chairs help provide continuity, organization, communication, and collaborative leadership while supporting UCTSC's broader commitment to strengthening the transfer student experience across the University of California.