

1. Get the committee's charter and a list of current members, including student representatives. Distribute to all committee members.
2. Schedule regular meetings. Notify Senate Chair of any members with scheduling conflicts or attendance issues that prohibit them from attending meetings, replacing such members with Senate Chair approval.
3. Publicize open committee meetings as outlined in Senate guidelines.
4. The chair will use the committee's Senate approved charter as the guidelines for conducting business.
5. Create and follow an agenda for each meeting.
6. Chair may recommend a student who would like to serve as a representative on the committee to either the Senate Chair or the Student Congress President.
7. Create a method for effectively contacting members or coordinating meetings.
8. Keep a record of meetings, i.e., minutes, or designate a recording secretary. Place minutes in the public folders, if the committee has a public folder.
9. Forward electronically any committee proposals to the Senate Chair. Insure that the proposals include rationales and a description of all college publications or other policies or procedures that would require revision based on approval of the recommendation.
10. Attend and/or review Senate meetings/minutes to determine the status of the proposal. In addition, the Senate Chair will inform the committee chair of the status of the proposal and the chair will then inform the rest of the committee.
11. Chair will collaborate with other Senate Committees or college offices as needed.
12. Chairs of standing committees will complete a report twice a year upon request from the Senate Chair, using the electronic form located in the College Senate Public folder, sub folder Other Documents, or located online under Chairing a Committee. Chairs of excellence and promotion committees will complete an annual report to the Senate upon request from the Senate Chair once a year, in the spring, using the electronic form provided in the above-mentioned places.

The Chair does not:

- terminate members.
- make isolated decisions or work in isolation
- determine policy or discuss contractual issues.

Approved by the College Senate, 11/3/2009