**Committee Leadership Responsibilities**

**Responsibilities of Committee Chairs**

1. Report progress of committee regularly to appropriate vice president(s).
2. Prepare agendas, schedule and conduct regular meetings.
3. Lead committee in establishing specific objectives.
4. Monitor activities of ad hoc work groups.
5. If required by the committee charter, ensure that minutes are kept of all committee meetings and are submitted to the Webmaster on a regular basis.
6. Ensure that other committees, faculty, staff, and administrators responsible for areas addressed by the committee are involved and informed of actions under consideration by the committee through appropriate means
7. Encourage committee members to communicate agendas and committee actions to the units they represent in the most effective manner.
8. Ensure that a quorum is available for voting in committee meetings.
9. By the beginning of March, send a record of committee members’ noteworthy contributions and attendance for the year to their supervisors.

**Responsibilities of the Committee Vice Chairs (For committees that have vice chairs)**

1. Serve as chair in the chair’s absence.
2. Perform duties as assigned by the chair.
3. Vote as a member of the committee.

**Responsibilities of the Committee Secretary (For committees that have secretaries)**

1. Remind members about upcoming meetings.
2. Elicit, compile, and distribute agenda items.
3. Record and distribute the meeting minutes within ten days of meeting.
4. Electronically transfer minutes to the Webmaster within two weeks of the meeting.
5. Vote as a member of the committee.

**Responsibilities of the Committee Members**

1. Attend committee meetings.
2. Communicate agendas and committee actions to units in an effective manner.
3. Complete assignments established by the committee.
4. Vote as a member of the committee.

**Responsibilities of the Vice President**

1. Develop committee charter.
2. Act as a resource consultant to committee members.
3. Work with the committee chair to establish objectives.
4. Maintain communication with the committee chair.
5. Attend meetings of the committee as necessary.
6. Inform the chair of issues and concerns.
7. Assume responsibility for acting on recommendations.