

## Committee Chair Responsibilities

### BEFORE the MEETING

- 1 – Gather agenda items from members and the greater University community.
- 2 – Reserve your rooms for an upcoming meeting. For meeting in Davies, either contact Event Services at 836-5631 or email them. If you need help, contact Tanya in the Senate Office – 836-3419.
- 3 – Develop a focused and realistic agenda. FOLLOW the format used for the Meeting Notice form: 1) *text*; 2) *text*; 3) *text*; Identify on the agenda WHO will serve as secretary for the meeting if a consistent secretary has not been identified. **Be sure to include approval of the minutes of the previous meeting as an agenda item.**
- 4 – Include any LINKS to handouts and other items directly in your agenda as URLs.
- 5 – **Submit the agenda to OPEN MEETINGS (pink sheet) by noon on Thursday of the week prior to your meeting week.**  
<https://www.uwec.edu/news/uwec/meeting-notice-1517>
- 6 – Submit a copy of the agenda, as an attachment or in an email, and any handouts to all members of the committee AND to Tanya Kenney [kenneytk@uwec.edu](mailto:kenneytk@uwec.edu) as well. This is usually done on the Thursday prior to the week of the meeting.
- 7 – Invite guests to attend as necessary to serve as resources at the meeting.
- 8 – Make final preparations for the meeting.

### DURING the MEETING

- 1 – Be sure the secretary for the meeting is ready to begin.
- 2 – Call the meeting to order and follow Robert’s Rules of Order.  
Quick Summary: <http://www.robertsrules.org/indexprint.html>  
Numerous charts and hints on running meetings, available from Parliamentarian Jim Slaughter, at: <http://www.jimslaughter.com/articles.htm> especially, Leading Effective Board Meetings: <http://www.jimslaughter.com/pdffiles/leadingboardmeetings.pdf> and my favorite (that I use in my workshops) – Preside Like a Pro! <http://www.jimslaughter.com/pdffiles/PresideLikeaPro.pdf>
- 3 – Keep the meeting focused and on track.
- 4 – Recognize members to speak. You are **NOT** obligated to recognize any non-member of the committee. This is totally up to you as chair. You control who speaks and who does not. If you are in doubt of the appropriateness of a non-member speaking, you can always ask permission of the committee to hear a guest speaker.
- 5 – Wrap up the meeting in a timely fashion, postponing items to the next meeting if necessary.

## **AFTER the MEETING**

- 1 – Send a copy of the approved minutes of the previous meeting to Tanya within 48 hours of approval.
- 2 – Be sure the secretary has completed a draft of the meeting minutes.
- 3 – Follow-up on items as necessary.

## **OTHER:**

Add Tanya to the distribution list of your committee to keep her in the loop as to what is happening.