## Best Practices Guidelines for Committee Work

Intervention and Academic Services

**Meetings**

* Schedule using the calendar system in Outlook, at least 24 hours in advance.
* Meetings may not be scheduled between 11am to 1pm, after 3pm on Fridays, or on Saturdays.
* One committee meeting may not conflict with another committee meeting. To establish your routine meeting time to avoid conflicts, please see the Staff Liaison. (Currently Vandy)
* Offsite meetings must receive prior approval from a manager.
* Committees may only meet for 1hour at a time, once a week, unless prior approval is received.
* A Committee meeting invite must include: an agenda with beginning and ending times, meeting location, a list of committee members, and the agenda of topics.
* The chair's primary role is as facilitator.
	+ Guide, mediate, probe, and stimulate discussion. Monitor talkative members and draw out silent ones.
	+ Encourage a clash of ideas, but not of personalities.
	+ Keep discussions on track; periodically re-state the issue and the goal of the discussion.
	+ In moving toward a decision, call on the least senior or vocal members first to express their views. Discussions tend to close after senior members express strong views.
	+ Seek consensus; unanimity is not required.
	+ Announce the results of actions taken and explain the follow-up to be taken and by whom.
* Following adjournment, meet briefly with the staff liaison to agree on follow-up actions and locus of responsibility.

**Written Report of Committee Meeting**

* Include the date, time, and place of the meeting. Note the name of the chair, members present and absent, and other key people in attendance.
* Note all formal motions and report on passage or defeat.
* Note all decisions reached, including follow-up actions to be taken, with responsible party and deadlines for implementation
* Include a summary of discussions.
* Provide information on the time and place of the next meeting
* Meeting reports should be prepared as soon as possible (within 24 hours) after the meeting. They may be shared with the committee with a request that members contact the chair or staff liaison if errors are noted.

**Proposals**

Proposals for activities must be transmitted by email and should include all details necessary for the committee to carry out program and a budget. Incomplete proposals will be returned to the committee for revision.

* Timeline: Proposals should be due at least a month in advance and the chair is responsible for follow up with management and/or the liaison for approval.
* Tasks (outlined in the proposal) should be delegated in an organized fashion to committee members with deadlines to ensure timely completion.

**Staff Liaison**

* Facilitates communications between committees and leadership.
* Provides administrative assistance.
* Maintains minutes and activity reports for committees.