

## **Role of Committee Chairs and Vice-Chairs**

The following are the responsibility of the Chair or Vice-Chair, if the Chair is not available.

- To ensure that the mandate of the Committee is met and that business is conducted in an orderly and productive manner through regular meetings.
- To report the business of the Committee to Senate (e.g. recommendations or information for Senate). Each Committee reports to Senate through its Chair or designate.

From the Faculty Handbook, specific responsibilities of the Committee Chair include:

- To meet with the Vice-Chair and Committee Secretary to develop a critical path outlining pending business with a timeline for the Committee and to establish a schedule for meetings.

The timeline includes issues that are anticipated on the basis of discussion with the Chair of Senate and/or the previous year's Committee Chair and a review of the Committee's Annual Report. It is advisable to schedule monthly meetings in order to be prepared for other business that may arise and to provide timely reports to Senate.

- Meet with the Vice-Chair and Secretary prior to each meeting to develop the agenda, which is approved by the Chair.
- Ensure that the agenda and related matters for meetings are sent, at least three calendar days in advance of the meeting, to all Committee members and the Secretary of Senate.
- The Chairs, Vice-Chairs and Secretaries meet with the Governance Committee at least three times per academic year (meeting to be called by the Chair of the Governance Committee).

This meeting provides an opportunity for discussion of the progress and challenges of Committees as they develop over the year and for suggestions to improve the role of the Committees.

- Draft the Committee's Annual Report for review by the Committee prior to presentation to Senate.
- Convey documentation to his/her successor after the Committee's term of office has expired.
- Approve any reports to Senate which are drafted in consultation with the Committee Secretary.
- Ensure that amendments to the Faculty Handbook are appropriately drafted, properly placed in the Handbook, and accurately reflect current Senate policy a practise.