

The following are the responsibilities of Committee Chairs and Vice-Chairs:

### ROLE OF THE CHAIR

- Ensure that the mandate of the Committee is met and that business is conducted in an orderly and productive manner through regular meetings;
- Act as a liaison between the Committee and Senate and report the business of the Committee to Senate (e.g. recommendations or information for Senate);
- Preside over Committee meetings in accordance with the Faculty Handbook and rules of procedure so that the Committee's business can be carried out efficiently and effectively;
- Encourage balanced and informed discussions;
- Enforce on all occasions the observance of order and decorum among members; and,
- Be guided by the following duties of a presiding officer as outlined in Robert's Rules of Order:
  - Call the meeting to order at the designated time;
  - Announce in sequence the business before the Committee or that is prescribed in the agenda;
  - Recognize members who wish to speak;
  - State and call the vote on questions validly before the Committee as motions and announce the result of the vote;
  - Make rulings on matters that may be out of order including motions that come before the Committee;
  - Enforce the rules of debate, order, and decorum;
  - Ensure business is conducted expeditiously while recognizing the rights of members;
  - Decide all questions of order or, if unsure, request the Committee's decision; and,
  - Declare the meeting adjourned when all business has been completed.

### ROLE OF THE VICE-CHAIR

- In the absence of the Committee Chair, fulfil those responsibilities outlined above.

### OTHER RESPONSIBILITIES

Other specific responsibilities of the Committee Chair outlined in the Faculty Handbook, include:

- Meet with the Vice-Chair and Committee Secretary to consider developing an annual work plan that may outline key goals, tasks, and timelines for the Committee for the coming year, taking into account the institutional strategic plan, and to establish an annual meeting schedule.

The work plan may include 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 committee meetings in order to be prepared for other business that may arise and to provide timely reports to Senate.

- Review the draft agenda for each meeting with the Committee Vice-Chair and Secretary and approve the agenda for distribution. Agendas should be periodically reviewed against the Committee's terms of reference to ensure that the work of the Committee falls within the Committee's mandate and Senate's annual priorities.
- Ensure that the agenda is distributed to all Committee members and the Secretary of Senate at least three calendar days in advance of the meeting.
- Participate in meetings with the Committee Chairs, Vice-Chairs, and Secretaries and members of the Governance Committee at least three times per academic year (meeting to be called by the Chair of the Governance Committee).

These meetings provide an opportunity to discuss the progress and challenges of Committees as they work over the year and to suggest ways by which 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 their successor after their term of office has expired.
- Participate in Committee Chair/Vice-Chair transition meetings with the incoming Committee Chair/Vice-Chair and the University Secretary and Committee Secretary.
- Share their views on succession planning for their Committees at the outset of the Senate committee nomination process by identifying what skill sets and attributes are desirable for the Committee and providing suggestions on possible appointments and reappointments.
- Review and approve any reports from the Committee to Senate which are drafted in consultation with the Committee Secretary.
- In consultation with the University Secretary, as may be necessary, ensure that proposed amendments to the Faculty Handbook are appropriately drafted and accurately reflect current Senate policy and practice, and, once approved, are properly placed in the Handbook.