



**GUIDELINES FOR COMMITTEE ROLES AND RESPONSIBILITIES  
FROM THE COLLEGE GOVERNANCE COUNCIL  
REVISED (3/15/09)**

The term “committee” in the title of this document refers to a college council, committee, group, or task force as described in the CGCC Shared Governance document.

In order for groups to function effectively, it is recommended that roles and responsibilities are clearly defined for committee chairpersons, committee members, support staff, and administrative liaisons. Roles and responsibilities may vary somewhat depending on the composition of the group: whether the committee has one chairperson or two or more co-chairs, whether the committee is aided by a support staff member or a member of the group who serves as support staff for the committee, or other circumstances. These issues should be discussed with the administrative liaison to the committee and the conclusions recorded in writing to reduce the possibilities for confusion or ineffectiveness.

The lists below describe the types of tasks that the College Governance Council believes a committee will accomplish and offers some guidelines about how these duties might be distributed:

Committee Chairperson

- Is identified by the College Governance Council Administrative Liaison after consultation with members of the respective committee and members of the CGC
- Recruits and maintains membership within specified parameters
- Plans agenda, considers or composes questions to be addressed
- Facilitates meetings
- Encourages attendance and participation of all members
- Guides development of action plans and monitors progress of plans
- Reviews minutes and notes
- Communicates with committee members about impending decisions and other issues
- Alerts committee’s administrative liaison if members are not attending or participating, after best efforts have been made to involve and encourage them
- Publicizes committee activities, events, initiatives and opportunities
- Attends appropriate or mandatory meetings or events as a representative of the committee
- Helps committee develop mission and goals aligned with CGCC’s mission and goals
- Before the start of the academic year, reviews the previous year’s activities and accomplishments, then guides the development of directions and goals for the coming year
- Communicates with the committee’s administrative liaison (and via the liaison to the President’s Executive Council and the College Governance Council) regarding major initiatives, issues, proposed structural changes, or recommendations

- Communicates with other committees or individuals that may be affected the committee's actions
- Receives and acts upon communications received through the College Governance Council, President's Executive Council, or other bodies, any dispositions or concerns related to the committee
- Determines how duties are distributed between the chair (or co-chairs), committee members, and support staff to ensure the effective functioning of the committee

#### Support Person

- Is identified, when necessary, by committee chair after discussion with committee
- Maintains and publishes current information on college website regarding committee makeup, any rules regarding obligatory representation from college divisions or policy groups, routes to membership, membership terms, and the committee's current members
- Maintains email distribution list
- Tracks attendance and takes note or minutes at meetings
- Distributes notes or minutes after review by chairperson, and posts to website
- Arranges meeting location and other logistical issues
- Maintains committee website

#### Committee Members

- Are recommended by committee chair with approval of administrative liaison and College Governance Council
- Prepare for meetings by reviewing notes or minutes and other relevant materials in advance
- Attend meetings; notify the chairperson in advance when there are conflicts or when participation is not possible
- Actively participate in discussions
- Assume a fair share of the tasks that must be accomplished by the committee, and follow up on tasks assumed or assigned
- Share professional expertise and skills that have relevance for the committee
- Recommend future committee members

#### Administrative Liaison

- Helps identify and recruit members
- Monitors the progress of a committee towards its stated mission and goals
- Assists the chairperson in resolving issues that may arise
- Assists the chairperson in determining the process by which a recommendation or issue will be moved forward, including notification or consultation with colleagues outside the committee
- Makes recommendations to the College Governance Council about establishing and structuring college committees
- Consults with College Governance Council and members of an existing college committee regarding "sunsetting" (retiring) or restructuring the respective committee