



Shared-Governance Committee Responsibilities

Matthew C. Lee, Ph.D.

- I. **Member Responsibilities***
 - A. **Attendance and active engagement:** Attend and participate actively in all meetings if it is at all possible. If a member must miss a meeting, he or she should let the convener know ahead of time, and must ask another member to share his or her meeting notes and materials.
 - B. **Share notes and materials with other members who request them.**
 - C. **Communication:** Communicate frequently with constituents and colleagues, informing them of progress and soliciting their input at every stage, and then express their issues and concerns in meeting deliberations. This two-way continuing communication is crucial to the success of the work and of the implementation process that will follow. Nothing in the final product should surprise anyone who has taken the trouble to listen to committee members.
 - D. **Institutional perspective:** In deliberations, consider not just what would be good for a particular constituent group or office or set of associates, but what would be good for the institution and its students as a whole.
 - E. **Subcommittees**
 - 1. Each member of a subcommittee should attend and participate fully in its meetings.
 - 2. Each subcommittee should designate one member as convener/reporter, who schedules the meetings, keeps records of deliberations and actions, and reports back in writing to each committee meeting on subcommittee progress.
 - 3. Each subcommittee should meet regularly and productively until its task is completed.
 - 4. Each subcommittee should feel free to call on other resource people as needed.
- II. **Convener Responsibilities**
 - A. **Convene and chair meetings and keep members informed of the schedule.**
 - B. **Facilitate development and observance of committee ground rules.**
 - C. **Facilitate progress by keeping the committee on task, and ensuring that everyone gets the chance to be heard.**
 - D. **Facilitate resolution of procedural and behavioral issues with sensitivity, grace, and a sense of humor.**
 - E. **Develop information and materials and distribute them to members as needed.**
 - F. **Provide clerical and logistical support, including duplicating, mail, etc., as appropriate.**
 - G. **Maintain a written record of the results of each committee meeting and make it available to all members and to the campus community.**
 - H. **Present reports on committee progress to interested groups as appropriate.**