

## **Guidelines for Committee Chairs CCSF Shared Governance System**

Congratulations on being elected chair! Being a committee chair does not have to be a terrible burden. Here are some guidelines for running a committee smoothly.

### **Archive**

You will probably inherit from the previous chair(s) the committee's archive. This can range from a binder (typical), to a folder of computer files (for the technophiles), to the contents of a storage facility on campus (rare).

- Unless the committee elects a separate archivist, you are responsible for the materials in the archive.
- The previous chair(s) should brief you on the most important parts of the archive.

### **Membership Roster**

Keep the committee roster up to date. Browse the Shared Governance website ([http://www.ccsf.edu/Offices/Shared\\_Governance](http://www.ccsf.edu/Offices/Shared_Governance)) and check that the information there is accurate.

- You should receive notices from the appropriate appointing body when a faculty, classified staff, administrator or student is appointed as a new member. The notice should include the length of the member's term, and the member's status as voting member or as resource member.
- Has someone been absent for three meetings in a row? Contact the appropriate appointing agent to see whether a new appointment is appropriate. Meanwhile, you may act as if the committee has one less member for purposes of quorum.

### **New Members**

You (or your designee) are responsible for orienting all new members to the work of the committee. New members should receive information on at least the following items:

- Role and function of the committee
- Past minutes
- List of committee members
- Background on current issues in front of the committee
- Schedule of meeting dates, times, and places
- Protocols for conduct of meetings (useful for large committees)

### **Meeting Schedule**

You set the meeting schedule (dates and times) and reserve the rooms.

- Try to be as accommodating as possible to your committee members.
- Email the schedule to Attila Gabor at the Shared Governance Office for posting on the website ([agabor@ccsf.edu](mailto:agabor@ccsf.edu)) and the City Currents Master Calendar.
- If a change in the schedule is necessary, announce this as broadly and quickly as possible.

## Agendas

You set the meeting agendas.

- Usually we place items on the agenda about anything requested, but you have the option of setting specific rules (e.g., an agenda item must be submitted by a committee member at least a week in advance).
- Email the meeting agendas to Attila Gabor at the Shared Governance Office (agabor@ccsf.edu) so that he can post it on the website 72 hours before the meeting.
- Near the start of each academic year, each committee should read the CCSF Mission Statement (<http://www.ccsf.edu/Catalog/Admin/mission.html>) and the committee's purpose statement ([http://www.ccsf.edu/Offices/Shared Governance](http://www.ccsf.edu/Offices/Shared_Governance)). Try to adhere to the philosophies expressed in these statements. If your committee wants to change its purpose statement, consult the chair of your parent committee/council.

## Minutes

Unless the committee elects a separate secretary, you are responsible for minutes. *The minutes don't have to be an epic transcript of the meetings.* The minutes only need

- attendance (members present and absent)
- issues discussed
- outcomes/recommendations/resolutions

The committee should decide which of these two options it will follow:

- (1) The committee can authorize the secretary to write and publish the minutes without further review.
- (2) Otherwise, the committee can require that the secretary circulate the draft minutes before or at the next meeting for suggested edits and approval.

In either case the official minutes should be sent to the Shared Governance Office (agabor@ccsf.edu) and to the chair of the parent committee/council within a week.

## Policy Recommendations

Committees are not empowered to change policy, but they can *recommend* changes in policy. Here's how:

- Pass a resolution recommending the change.
- Ask the chair of your parent committee/council to put your recommendation on the next agenda.
- Attend that meeting and speak to your recommendation.

## Annual Report

At the end of each academic year, the Office of Shared Governance will send out the Annual Report Template. Fill in the fields for issues you discussed and recommendations you passed. This should take only a few minutes if you have a set of minutes to work from.

## **Election**

Have you been chair for a year? It's time to elect a new one, or to be re-elected if you are willing.

- Prepare to mentor the incoming chair or co-chairs. Turn over to them the committee's archive.
- Notify Attila Gabor at the Shared Governance Office (agabor@ccsf.edu) and the chair of the parent committee/council of the change.

## **Appointing Bodies**

The CCSF Shared Governance system has four constituent groups and accordingly four appointing bodies. They are the following;

- Academic Senate for faculty (Lisa Romano x3675 or Fred Teti at 3611).
- Administrators' Association for administrators (Steve Herman at x2327).
- SEIU 790 for classified staff (Athena Steff at x3920 or David Gallerani at x 5452).
- Associated Students for students (Dorothy Mak at x3108).