RESPONSIBILITIES & ACCOUNTABILITY FOR STANDING COMMITTEE CHAIRS

The work of the Senate happens in the standing committees before coming to the Senate as a recommendation. The leadership of each committee should be accountable to their Standing Committee, the Senate, and the Executive Committee.

Expectations of standing committee chairs are as follows.

**Standing Committee Responsibilities:**

1. At the first Standing Committee meeting at the September Retreat, each Standing Committee Chair should consult with their committee to determine a regular meeting schedule. The preferred day/time is to be reported to the Executive Committee and Senate Office so that a calendar of events for the year may be created.

2. Establish/modify the committee’s goals, which are to be sent to the Executive Committee for review. Goals should ultimately be posted to SharePoint by forwarding to the Senate Office.

3. Hold meetings monthly, or as necessary, depending on the standing committee. Committees should meet at least one time face-to-face quarterly and should not depend totally on e-mail.

4. Set a meeting agenda and send it to members of your committee at least 48 hours prior to the meeting.

5. Have someone take minutes; you may have someone volunteer to record or the committee may elect a recorder.

6. Forward minutes to the Staff Senate office for posting on SharePoint within two weeks of the meeting. An exception is made for C&N who typically meet a week before the Senate meeting, and should have their minutes posted 48 hours prior to the senate meeting.

7. Keep records of attendance for all members of your Standing Committee, and report excessive absences in accordance with the by-laws. Reports of non-attendance and requests for replacement of a committee member should be sent to the Senate Office and C&N in a timely manner.
Senate Responsibilities:

8. Report monthly to the Senate as a standard agenda item. Provide a brief summary of your committee meeting highlights to the Senate body, and advise that complete minutes are available on SharePoint.

9. Make arrangements for Vice Chair or other committee member to present report to the Senate if unable to attend monthly meeting.

10. Submit a written mid-year report with an update on progress of work on goals to the Executive Committee at its January meeting. Report will be posted to SharePoint.

11. Submit a written year-end report to the Executive Committee at its June meeting. Report will be posted to SharePoint.

12. Report cards for officers and committee chairs will be sent out to the Senate or the Standing Committees twice a year.

Executive Committee Responsibilities:

13. Attend monthly Executive Committee Meetings, typically held as brown bag lunch meetings on the fourth Monday of each month.

14. Each of the eleven voting members of the Executive Committee will host one meeting, with the Senate Chair hosting two.

15. Attend working lunches with the Administration (generally in the President's Conference Room at Grawemeyer Hall).

16. There are a variety of other events that may come up throughout the year. In some instances, the Standing Committee Vice Chair may need to attend as the Chair’s designee, if the Chair is unable to attend.

Other Responsibilities:

- **PED Chair** is also a Senate appointee to the Human Resources Advisory Committee (HRAC), which typically meets on the morning of the second Thursday of each month.

- The **Senate Chair** is the voice of the Senate and will forward all Senate correspondence to the VPHR and the Administration. Please respect this reporting line, and send all reports or requests through the Senate Chair.

- The **Staff Senate Program Coordinator**, Karen Porter, provides continuity as officers and committees are elected each year. Standing Committee Chairs should develop a rapport with Karen, keep her informed of your committee’s work, provide reports in a timely manner, and consult with her for information or procedural guidance on all facets of Senate business.
The Year Ahead:

- We need to think proactively, not waiting on policies to come from HR. If there are policies you want to review in your committees, in consultation with the officers, start reviewing and making recommendations.

- The same goes for by-laws and standing rules where applicable on committees. Bring suggested improvements to the officers and we can get changes on the Senate agenda.

- There are a number of policies under review that will be coming to the Senate during this year (FY2011):
  - Staff Grievance policy
  - Performance Management
  - Reduction in Force (RIF) Policy
  - Staff Help and Relief Effort (S.H.A.R.E.)
  - Tuition Remission

- We will continue to monitor the following policy changes:
  - Salary administration policy
  - Family friendly (all the leave policies)
  - Shared Leave Policy