

Responsibilities of Committee Chairs

A majority of the work of the Valdosta State University Faculty Senate is conducted in committee chairs must provide leadership to ensure that committees function efficiently.

August (beginning of the academic year):

- x Verify committee membership with the Committee on Committees representative for your college.
- x Verify committee membership with the committee members. Do they know they are on the committee?
- x Verify the chair/elect/secretary for the committee. Do they know their role for the year?
- x Address any vacancies in committee membership. The Committee on Committees college representative will help fill any vacancies as soon as possible
- x Review the description/mission and bylaws for your committee. (Committee bylaws: https://www.valdosta.edu/administration/faculty_senate/committee_bylaws.php)
- x Review the annual report for your committee from the previous year and identify any unfinished business.
- x Schedule an initial fall semester meeting for your committee. Schedule additional meetings as needed or as mandated by the committee bylaws.

First committee meeting:

- x Review your committee's bylaws and mission. Revise as necessary.
- x Send a copy of any bylaws changes to the President of the Faculty Senate as soon as possible after changes are made so they can be updated on the Faculty Senate webpage. If changes to the bylaws are made, notify the President of the Faculty Senate that no changes were made following your initial meeting.

2019 meetings from the various committees should be sent so these documents can be archived properly. Please label minutes documents as shown in the following examples:

- i. Academic_Honors_and_Scholarship_Minutes_2018
- ii. Technology_Minutes_2019