Recommended Best Practices for Managing a University Committee, Council, or Other Advisory Body

Serving as the Responsible University Official (RUO) for a university committee, council, or other advisory body (henceforth referred to as “committee”) is an important service to the university. It is your responsibility to ensure that the committee members meet as required and fulfill the function and purpose of the committee. Below are some recommended guidelines for RUOs.

• **General**
  - The RUO should familiarize themself with the Process for Appointments found on the university’s Committees and Councils website.
  - The RUO should contact Kevin Houlihan, Academic and Administrative Compliance Manager, if there is any committee information on the Committees and Councils website that needs to be updated.

• **Appointments**
  - **In early June**, committee appointments should be completed for the new academic year, and the names of members should be sent to Kevin Houlihan for posting on the website.
  - If any of an RUO’s committees are missing members, they should check with Kevin Houlihan to get information about the vacancies and assist in filling them.
  - All members should be appointed to the committee **no later than August 1** (earlier if the committee needs to meet in the summer).
  - Committee chairs are either appointment or elected, depending upon the committee requirements. If a chair needs to be elected, this should be done at the first meeting.
  - If there are non-university members on your committee, the RUO should make them feel welcome and explain how parking works at the university. If the committee has sufficient funds, it should consider providing parking vouchers for these members.

• **Meetings**
  - Once the appointments are complete, the RUO will send an email to all committee members welcoming them to the committee and setting up the first meeting for the academic year.
  - Many committees chose to set up all meetings for the semester or academic year so that they are on people’s schedules.
  - Doodle polls are a popular way to find a common meeting time.
  - Calendar invitations with the room numbers should be sent out for each meeting.
  - An agenda is needed for every meeting.
    - Possible agenda items for the first meeting include: introduction of committee members; identification of voting members; discussion of the committee’s charge and members’ responsibilities; election of the committee’s leadership.
    - The committee chair should put out a call for agenda items 10-15 business days before the meeting. In absence of the chair or other presiding officer, the RUO needs to send out the call.
    - Agenda templates should include (as appropriate): names of committee members, a call to order, roll call, approval of minutes, old business, new business, standing reports, announcements, and adjournment.
  - Minutes must be taken at all meetings and distributed at least 5-10 business days before
the next meeting.
- Components of the minutes should include:
  - Date, time, and location of the meeting.
  - Names of attendees and those who were unable to attend.
  - Agenda items.
  - Decisions that were made.
  - Actions items that need to be done.
  - Information regarding the next meeting.
- A committee member, other than the committee chair, or an administrative professional who reports to the RUO should take the minutes.
  - Both the minutes from the previous meeting and the agenda should be reviewed by committee leadership and the RUO prior to being sent to the full committee.
  - The RUO and/or committee chair should follow up with action items to committee members after each meeting.