Recommended Best Practices for Administering a University Committee

Serving as the responsible university official (RUO) for university committees 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.

- Familiarize yourself with the Process for Appointments found on the University’s website.
- In early June, committee appointments should be completed for the new academic year and names of members should be posted to the website.
  - If you are missing members, please check in with Michael Rendon, Assistant VP for Academic Affairs, to find out information about the vacancies and ask if you can assist in filling them.
  - Michael Rendon is also the person to contact if there is any information on the website that needs updated regarding your committee.
- Once all members are appointed to the committee, but no later than August 1 (earlier if the committee needs to meet in the summer), send an email to all committee members, welcoming them to the committee and setting up the first meeting for the academic year.
  - At this point, some people like 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.
  - Send out a calendar invitation, including the room number.
- Committee chairs are appointment or elected, depending upon the committee. If a chair needs to be elected, please do so at the first meeting.
- Have an agenda for every meeting.
  - Possible agenda items for the first meeting: introductions of committee members (perhaps an icebreaker); clarifying who are voting members; charge of the committee (i.e., goals, financials, bylaws); expectations of members; election of the committee’s leadership.
  - Ask the committee chair to 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 could include (as relevant): names of committee members, a call to order, roll call, approval of minutes, treasurer’s report, unfinished business, new business, standing reports, announcement, and adjournment.
- Plan for someone to take minutes at all meetings and to distribute those minutes 5-10 business days before the next meeting with the next meeting’s agenda.
  - Components of the minutes should include:
    - Date, time and location of the meeting.
    - The purpose of the meeting.
    - Names of attendees and those who were unable to attend.
- Agenda items.
- Decisions that were made.
- Actions that need to be done. ...
- Follow up meeting.
  - Both the minutes and the agenda should be reviewed by committee leadership and the RUO before they are sent to the larger committee.
  - The person keeping minutes should not be the committee chair. It should be another committee member or an administrative professional who reports to the RUO.
- Follow up with action items to committee members after each meeting.
- If you have non-university members on your committee, please make them feel welcome and that they understand how parking works at the university. If you have the funds, provide parking vouchers for them.