

Responsibilities of Committee Chairs

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

August (beginning of the academic year):

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

First committee meeting:

- Review your committee's bylaws and mission. Revise as necessary.
- 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 no changes to the bylaws are made, notify the President of the Faculty Senate that no changes were made following your initial meeting.
- Address any unfinished business from the previous academic year. If any offices (e.g. chair elect) are vacant, fill seats.

January

- Schedule an initial meeting for the spring semester for your committee.

April/May:

- Write the annual report for your committee using the template provided and submit your report to the President of the Faculty Senate **prior** to the end of the spring semester. A template for the annual report is provided on the Faculty Senate website.
- Annual Report Template: <https://www.valdosta.edu/administration/faculty-senate/documents/annual-report-form-2017.docx>

General responsibilities:

- Attending faculty senate meetings.
- Scheduling committee meetings: time and location.
- Setting the agenda for each meeting. Email your agenda to your committee members in a timely fashion. It is suggested that agendas be distributed at least one week before a meeting.
- Ensuring that accurate minutes of your committee meetings are recorded and archived. Send minutes to the library (archives@valdosta.edu) with "Archives Faculty Senate Papers" in the subject line. Minutes from 2018-2019 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_08-28-2018
 - ii. Technology_Minutes_04-29-2019