College Committee Structure

**Purpose:**
The purpose of this policy is to establish the framework for an effective committee structure that will clarify roles, improve communications, enrich campus decision making processes, and provide for centralized coordination of campus committees.

**Definitions:**
A committee is an officially recognized organization essential to the development or operations of the College as a whole. Committees have a defined purpose and function and will have multiple tasks. Membership may be appointed or voluntary and may change over time but will include a minimum of three people. Committees will be categorized as either a Standing Committee, or an Ad Hoc Committee:

- Standing Committees deal with long-term and/or ongoing college-wide issues.
- Ad Hoc Committees are temporary committees, created as needs arise, such as meeting new initiatives or responding to issues. Ad Hoc Committees follow the same policies and procedures as standing committees. Ad Hoc Committees existing beyond two years may become a standing committee.

**Coordination of Committees**
The College Council will assume responsibility for the centralized coordination of committees. The Committee on Committees (COC), organized under the College Council, will review and confirm there is no overlap in function or purpose among committees, and forward recommendations to the College Council for approval. The COC will also fill committee memberships through recruiting volunteers and notifying committee chairs of individual committees about potential volunteers, post-annual memberships on the College Council website, and conduct a periodic review and update of the Committee Handbook.

**Establishment of Committees**
Committees are proposed using the Committee Application Form, which is submitted to the COC by the sanctioning authority (person or body from which the group derives its authority). Deadlines to submit applications are October 1 and March 1. The COC will review applications and make recommendations to the College Council for approval during the same semester. The College Council Chair will then send a memo to COC, the sanctioning authority, and/or Chair of the newly approved committee stating that the committee has been approved. Sanctioning authorities should send annual reports to the chair of the College Council prior to the final College Council meeting for the year.

Information from the Committee Application form should be used to create the Committee Charter by the Chair of the committee. A copy of the Committee Charter, when completed, should be sent by the Chair of the committee to the College Council Chair to be posted on the College Council website.
Modification of Committee Charters

Modifications to a committee’s charter should be submitted as a memo to College Council Chair by the sanctioning authority by March 1. The COC will review requests and make recommendations to the College Council for approval. The College Council Chair will then send a memo to COC, the sanctioning authority, and/or committee Chair stating that the committee charter modifications have been approved.

Dissolution of Committees

The following are causes for a committee to disband:

1. Committee has not met within two years.
2. Committee lacks sufficient membership.
3. The purpose of the Committee can be consolidated with another committee (incorporated into an existing committee).
4. There is a lack of interest.

Process to disband:

1. The sanctioning authority will initiate a written request to disband the committee and submit it to the College Council.
2. The COC will review and make a recommendation to College Council.
3. If a request for disbanding the committee is approved by College Council, the COC will remove it from its list of committees.
4. The College Council Chair will then send a memo to COC and the sanctioning authority stating that the committee has been disbanded.

Duties of Committee Chairs

- Sets the date, time, and place of meetings.
- Solicits College to fill any vacant committee seats not filled through the COC recruitment and submits a finalized membership list to the COC for posting.
- Prepares and distributes the agenda, together with any resources pertaining to the matters to be discussed.
- Conducts the committee meetings and guides the committee through the agenda items.
- Communicates any changes/updates to the committee charter to the COC.
- Prepares reports/updates to sanctioning authority as needed.
- Prepares and submits a written annual report at the end of the academic year (May) to the College Council, due one week prior to the last College Council meeting, outlining major activities and accomplishments.
- Writes and sends appreciation/acknowledgment letters to committee members at the end of the academic year.

Issued on February 1, 1996. Revised On June 3, 2010, May 14, 2018