

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 and enrich the campus decision making processes, and that will provide for a centralized coordination.

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 appointing members as appropriate, post committee membership rosters and annual reports on the College website, and conduct a periodic review of the committee structure.

Establishment of Committees

Committees are proposed using the *Committee Application* form (see attachment 1), which is submitted to the COC by the sanctioning authority (person or body from which the group derives its authority). The COC will review applications and make recommendations to the College Council for approval.

Modification of Committee Charters

Information from the Committee Application form will be used to create the Committee Charter. Modifications to a committee's charter can be submitted to the COC by the sanctioning authority or by a simple majority of the committee's members. The COC will review requests and make

¹ Supercedes Haw 3.301, June 3, 2010, February 1, 1996

recommendations to the College Council for approval.

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 lack of interest.

Process to disband:

1. The sanctioning authority will initiate a written request to disband the committee and submit to the COC.
2. The COC will review and make recommendation to College Council.
3. If request for disbanding the committee is approved by College Council, the COC will remove it from its list of committees.

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.
- Communicates any changes/updates to the membership to the COC.
- 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.
- Prepares reports/updates to sanctioning authority as needed.
- Prepares and submits a written annual report the end of the academic year (May) to the COC, outlining major activities and accomplishments.
- Writes and sends appreciation/acknowledgment letters to committee members at the end of the academic year.

Attachment 1

Committee Application Form

Directions: Complete and submit this form to the COC via the Vice Chancellor for Academic Affairs office for review and recommendation to the College Council for approval. Information from this application form will be used to create the Committee Charter.

COMMITTEE NAME

SANCTIONING AUTHORITY

Person or body from which the group derives its authority:

- College Council**
- Academic Senate**
- Administrator**

- Other**

FUNCTION/PURPOSE

MEMBERSHIP AND COMPOSITION

Specify how the members of the group are chosen and replaced, the term for each member and if applicable, any special expectations of the members. Some committees require representation from specific groups, while others are open to anyone interested. If the committee's composition is representational, the structure of representation (ex. Groups or positions to be included) needs to be clear. Also Important to note is who is eligible to serve among the Kauhale, and if they volunteer (through the annual committee interest survey) or are elected/appointed through their departments/groups.

LEADERSHIP

Specify how the committee chair will be selected, the term of office, and any additional leadership responsibilities (see HAW 3.301 for list of general duties).

MEETINGS SCHEDULE

Specify meeting frequency, and other pertinent information to help potential members be aware of their time commitment if they serve on this committee.

Name of Sanctioning Authority

Signature

Date