

## Governance Committee Brief Guidance - Fall 2020

### 1. Conducting the First Meeting

- The person who calls the first meeting will:
  - Open with a *Welcome & Introductions*. An *Introductory Ice Breaker Exercise* is a great way for the group to get to know each other.
  - Provide an *Overview* that includes a discussion about the *Purpose/Charge & Goals/Outcome*. This provides the group with a clear understanding of their role, the direction they're heading in, and what they hope to accomplish at the close of the academic year.
  
- As a group, establish some *Meeting Agreements* that outline how to operate and, respectfully, interact with each other. Examples include:
  - Don't interrupt or speak over someone else
  - Ask questions to clarify understanding
  - Avoid side conversations
  - Everyone's voice needs to be heard
  - Keep an open mind
  - Meetings will start and end at the stated time
  - No checking emails or other forms of work during meeting time, etc.
  
- Elect leadership roles:
  - **Chair** (unless the chair has already been appointed, any member of the committee is eligible)
  - **Vice Chair** aids the Chair and performs the duties of the Chair in their absence.
  - **Recording Secretary** to capture the summary notes and share them with the group prior to each meeting.
  - **Logistics Person** is responsible for scheduling meetings, providing log-in information, sending agendas and materials to all members prior to each meeting, and posting agendas and minutes to the wiki.
  - Notify Katie Riel and Kate Russell of election results, so that leadership roles for each committee can be shared with the community.

### 2. Member Roles & Responsibilities

#### A. Chair

- Provide leadership to the group in planning, facilitating, and serving as liaison
- Make sure each meeting is planned for, including:
  - Drafting the agenda
  - Reviewing and ensuring the approval of the meeting minutes
  - Facilitate the flow of meetings and ensure all members have the opportunity to participate and share in discussion.
  - Start and end meetings on schedule.
  - Be a good listener.
  - Share your thoughts, ideas, and perspectives in a respectful manner.
  - Respect others thoughts, ideas, and perspectives.
  - Be mindful of the agreed upon Meeting Agreements.

#### B. All Members

- Prepare for each meeting by reading any assigned materials.
- Arrive on time and notify the Chair if you are unable to attend a meeting.
- Listen, respectfully, to the opinions, viewpoints, and ideas of others.
- Participate in the discussions and share your thoughts, ideas, and perspectives in a respectful manner. Everyone's voice is welcomed.
- Be mindful of the agreed upon Meeting Agreements.
- The [Governance Calendar](#) (alternating Wednesdays) provides a regular period during which members of our community may participate in governance. **Please hold these times for governance meetings and do not schedule other meetings during this time.**

### 3. Best Practices

- By the end of the academic year, each Standing Committee (Academic Policy Committee, Curriculum Committee, Student Affairs Committee) shall submit to the AUC and to the President an end of year report of its activities. All other committees shall submit an end of year report to the President.
- The committee should not feel obligated to meet if there isn't work to accomplish or a specific need.
- During deliberative meetings where a decision is being discussed or made, ensure there is a representative group of members in attendance particularly those who will be impacted by the decision.
- When collaborating with students:
  - Make sure to explain charges and complex discussions. Do not assume everyone understands the complexities of a situation.
  - Make sure to include them in conversations and do not talk over them.
  - Be mindful of power dynamics.
- Always conclude meetings with the stated next steps, in terms of the work to be accomplished prior to the next meeting, and the people assigned to conduct it.