

Recommended Best Practices for Managing a University Committee, Council, or Other Advisory Body

Serving as the Responsible University Official (RUO) of chair for a university committee, council, or other advisory body (henceforth referred to as “committee”) 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 for RUOs and chairs.

- General
 - The RUO and chair should familiarize themselves with the Process for Appointments found on the university’s Committees and Councils website.
 - The RUO and/or chair should contact Kevin Houlihan, Academic and Administrative Compliance Manager, if there is any committee information on the Committees and Councils website that needs to be updated.
- Appointments
 - As committee appointments are made, the following information should be sent to Kevin Houlihan for posting on the website:
 - Member name
 - Unit being represented
 - Term start and end dates
 - Chairs are responsible for filling vacancies in accordance with the committee’s membership criteria. RUOs should assist in this task.
 - All vacancies should be filled as soon as possible. Ideally, replacement members should be identified prior to seats becoming vacant.
 - Committee chairs are either appointment or elected, depending upon the committee requirements. If a chair needs to be elected, this should be done at the first meeting.
 - If there are non-university members on a committee, the RUO and chair should make them feel welcome and explain how parking works at the university. If the committee has sufficient funds, it should consider providing parking vouchers for these members. Virtual meetings are also a good option for committees with non-university members.
- Meetings
 - Once a committee has a full roster, the RUO or chair will send an email to all committee members welcoming them to the committee and setting up the first meeting for the academic year.
 - University committees and councils must hold at least one (1) meeting per year.
 - Many committees chose 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.
 - Calendar invitations with the room numbers should be sent out for each meeting.
 - An agenda is needed for committee and every meeting.
 - Possible agenda items for the first meeting include: introduction of committee members; identification of voting members; discussion of the committee’s charge and members’ responsibilities; election of the committee’s leadership.
 - The committee chair should 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.
- Examples of agendas may be found on the university's Committees and Councils website.
- Minutes must be taken for all committees at all meetings
 - Components of the minutes should include:
 - Date, time, and location of the meeting.
 - Names of attendees and those who were unable to attend.
 - Agenda items.
 - Decisions that were made.
 - Actions items that need to be done.
 - Information regarding the next meeting.
 - Minutes should be distributed for review at least 5-10 business days before the next meeting.
 - The RUO and/or committee chair should follow up with action items to committee members after each meeting.
 - Examples of minutes may be found on the university's Committees and Councils website.