



**WAYNE COLLEGE COMMITTEE CHAIR CHECKLIST**  
(to be completed and placed in committee binder annually)

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1. FIRST MEETING (for benefit of new members)
  - \_\_\_\_\_ Review the mission and goals in terms of the major committee responsibilities, activities, and timelines.
  - \_\_\_\_\_ Review the Wayne College Governance Document relative to the Committee's function and responsibilities within the governance process. **Explain that each member is expected to attend all meetings and participate fully in committee processes.**
  - \_\_\_\_\_ **Committees are encouraged to work toward consensus in making decisions (a general agreement where all members understand and can publicly support the decision without sacrificing important needs or values). However, voting on motions/recommendations – a simple majority of a quorum meeting – will ultimately determine acceptance or rejection of a proposal.**
  - \_\_\_\_\_ Solicit and encourage active participation on the part of all committee members.
  - \_\_\_\_\_ Contact the Student Senate Adviser for student representative to the committee.
2. DURING ACADEMIC YEAR
  - \_\_\_\_\_ Post meeting agenda(s) in mailroom and on e-mail the week before each meeting.
  - \_\_\_\_\_ Submit a synopsis of Committee activity to the monthly Common Currency, and send an electronic copy of all Committee Meeting minutes to the College Webmaster for posting on our website.
  - \_\_\_\_\_ Place copies of all minutes and agendas in Committee Notebook.
  - \_\_\_\_\_ Task Forces and Work Groups should keep notes regarding their meetings, discussions, and progress on their goals so that they can update the College in Common Currency and at College Meetings.
3. AT END OF YEAR (MAY)
  - \_\_\_\_\_ Annual report completed and turned into the Dean's Office.
  - \_\_\_\_\_ Recommendations by committee for changes to its mission, charge, goals, and vision (if any) have been forwarded to the College Council (as a result of each committee completing an annual review).
  - \_\_\_\_\_ Elect a new chairperson and a representative to College Council Committee (if one-year term has expired).
4. PASSING THE GAVEL (Communications with new chairperson in May)
  - \_\_\_\_\_ **It is the responsibility of the committee chair to maintain the Committee Notebook. If a new notebook is needed, please notify the Sr. Administrative Assistant in the Dean's Office. A new notebook will be distributed to the chairperson. Completed notebooks should be given to the College Library for storage in Archives. This process will guarantee that notebooks are available for future use and reference.**
  - \_\_\_\_\_ Review Committee Notebook and year-end report with new chair covering appropriate areas such as: role of chair, major tasks/functions of committee, status of pending items, responsibility for completion of pending items during summer months, circumstances dictating communication with other college committees and past preferred meeting times.