

The Role of the Chairperson for the Formal Committees of UFV

The role of the Chair is to direct discussion in a fair and efficient manner, ensuring the objectives of the meeting are met and the committee effectively fulfills its responsibility in consideration of the items on the agenda. This involves

- ensuring members are well briefed about each agenda item
- decisions are taken, recorded, and carried out;
- the organization's policies and procedures are applied;
- the agenda is followed; and
- there are time limits for the meeting as a whole and for agenda items.

In the absence of the chair, the Vice-Chair is to perform the duties of the Chair.

The Chairs of standing committees of Senate will be familiar with the following documents, posted online at <http://www.ufv.ca/senate/resources/>

- Senate bylaws
- Robert's Rules of Order
- Rules for the Conduct of Business on standing committees of Senate
- Guidelines for In-Camera Meetings
- Procedures for membership on standing committees of Senate
- Terms of Reference for standing committees of Senate
- Process for submissions to Senate and the Board of Governors
- Voting requirements, including in-person vs electronic, as outlined in the Rules for Conduct of Business document

The Chairs of Faculty and College Councils will be familiar with online resources at <http://www.ufv.ca/senate/college--faculty-councils/>, including their terms of reference.

1. Responsibilities before the Meeting

Before a meeting, the Chair will

- Plan the agenda with the vice-chair and the committee assistant, including the order, time allocations, and who will introduce each item.
- Identify which agenda items are for information, discussion, or a decision.
- Ensures follow-up items from previous meeting(s) are on the agenda
- Be well briefed about each item, and actions taken since the last meeting.
- Invite non-members, when appropriate, to act as a resources for certain agenda items.
- Ensure all necessary background information is sent out with the agenda before the meeting.

2. Responsibilities at the Meeting

At the meeting, the Chair will:

- Start the meeting. Welcome any new members and guests. Make any necessary introductions.
- Ensure that quorum is present.
- Conduct the meeting fluently so members understand the matters at hand and have the opportunity to discuss them.
- Ensure members who wish to speak are aware they must first obtain the floor from the chair. Keep a speakers list. Set speaker time limits, if needed.
- Encourage the active participation of all members of the committee.
- In lengthy discussions, summarize periodically to keep the discussion on track.
- Clearly state resolutions before taking a vote.
- Ensure voting processes are followed correctly. The chair may vote if the vote is tied, unless bylaws or committee rules of order states otherwise.
- Allocate responsibilities for specific tasks with a clearly defined action, person(s) responsible, and deadline.

3. Responsibilities after the Meeting

- Ensure appropriate action is taken as needed on any decisions:
 - make recommendations to the relevant committee,
 - arrange further consultation,
 - communicate decisions effectively to relevant areas of the University, and/or
 - take other actions according to decisions made.
- Address any attendance issues, based on the rules for the conduct of business for the committee.