

## 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 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 should be familiar with the following:

- Current membership on their committee & number of attendees required for quorum.
- Terms of Reference for their committee

### 1. Responsibilities before the Meeting

- Plan the agenda with the vice-chair and the committee assistant.
- 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, as needed, to act as a resource.

### 2. Responsibilities at the Meeting

- Start the meeting and ensure that quorum is present.
- 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.
- Ensure voting processes are followed correctly. The chair may vote if the vote is tied.

### 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.