



# Role of a Committee Chair

Thank you for your service to the Florida Polytechnic University Board of Trustees as a Committee Chair. Following are suggested guidelines for overseeing the efficiency and effectiveness of your committee. If you have questions, please reach out to your committee's staff liaison or contact the director of board operations.

## **A Committee Chair:**

1. Guides the committee in accomplishing the mission and objectives detailed in the charter and in accordance with established university and board policies. Keeps the committee focused.
2. Ensures all committee members are fully oriented on the committee objectives, deliverables and roles/responsibilities at the committee's first meeting of the year (typically September).
3. Works toward building a sense of trust, productivity, and camaraderie within the committee.
4. As outlined in the charter, develops a work plan in coordination with the staff liaison that will allow the committee to effectively and efficiently discharge the deliverables outlined in the charter.
5. Develops meeting agendas in coordination with the staff liaison.
6. Conducts meetings of the committee and directs the communication for committee matters.
7. Assigns tasks among committee members, as necessary.
8. Provides updates on committee's deliverables at the committee meetings.
9. Promotes consistent participation in all meetings and addresses non-productivity within the committee.
10. Works with staff liaison to ensure committee work is carried out between meetings.
11. Works with staff liaison to develop final reports presented to the Florida Polytechnic University Board, which accurately reflect the committee's work.
12. Represents the committee at Florida Polytechnic University Board meetings.
13. Works with the staff liaison to review the charter bi-annually and offer recommendations to the committee for updates to the following years' charter.