Committees of JFV

The role of the Chair is to direct discussion in a fair and efficient maensuring the objectives of the meetingare met and the ommittee effectively fulfills its responsibility in consideration of the items on the agenda. This involes

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

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

The Chairs standing committees of Senate will be familiar with the following documents, posted online at Zšš‰ • W I I Á Á Á X μ (À X I • v š I ‰ XE } μ Œ • r r P μ] •] v • I

- x Senate bylaws
- x Robert's Rules of Order
- x Rules for the Conduct of Business on standing committees of sena
- x Guidelines for InCamera Meetings
- x Procedures for membershiphostanding committees of Senate
- x Terms of Reference for standing committees of Senate
- x Process for submissions to Senate and the Board of Governors
- x Voting requirements, including-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-guncils/, including their terms of reference.

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- x Plan the agenda with the viewhair and the committee assistarificluding the order, time allocations and who will introduce each item
- x Identify which agenda items are for information, discussiona decision.
- x Ensure follow-up items from previous meeting(s) are on the agenda
- x Bewell briefed about each item, and actions taken since thertage ting.
- x Invite non-members, wherappropriate, to act as a resource certain agenda items.
- x Ensure all necessary background informatioseist out with the agenda before the meeting