# Fall Governance Committee Start-up Report

Information provided will be shared campus-wide on the Blue List.

Instructions for filling out this form:

- 1. Print or view current Blue List page of your committee.
- 2. Provide changes in the appropriate box.
- 3. Please return completed form to the Governance office by email or hard copy.

## **Required information:**

Academic Year	
Name of Committee	
Elected Chair	
Recording Secretary/ Title	
Meeting Day	
Meeting Time	
Meeting Location	

#### **Mission Statement:**

Indicate "use current" or if different email copy to Governance office.

Submit only if different than what is already on the Blue List.

#### **Chairs:**

- 1. Elected yearly record a motion in your 1<sup>st</sup> meeting minutes
- 2. Review Blue List to confirm membership
- 3. Notify Governance Office of any changes
- 4. Review and provide copy to members: Membership List (f/ Blue List), "Best Practices", "Communications & Operations"
- 5. Familiarize self with Governance Document
- 6. Include mission statement and membership listing with each agenda the Blue List provides this information

# **Recording Secretary:**

- 1. Volunteers for the academic year or semester; if the volunteer is different each time indicate "Rotates" next to "Recording Secretary"
- 2. Records action minutes & follow guidelines set forth in the Governance Document see "Communications & Operations"
- 3. Records members absent
- 4. Reports action items and minutes according to the "Schedule for reporting minutes and motions" (emailed monthly by the governance office)

## Committee:

- Decide on meeting date, time & location, if not already established
- Create meeting schedule for academic year chair to email to Governance Office