Committee Guidelines

Within the Libraries committees take many forms. Some are charged by groups such as the Department Heads Group, the Faculty Advisory Board, the Libraries' administration, or the Library Staff Association. Others are internal to a department and may be informally asked to investigate a specific problem. Some committees have a brief life span and come together only for the period of time it takes to study the problem laid before it and make a recommendation. Other groups become standing committees that continue to address issues that fall into their area of expertise over many years. While some committees' work takes the form of a written recommendation, other committees may create web pages or perform statistical analysis.

With so many variables it is impractical to provide a set of guidelines that all committees can comply with. The aim of the following suggestions, however, is to achieve the widest dissemination of information regarding a committee's existence, membership, and work as is practical. Therefore, these guidelines are directed at more formal groups whose work is likely to impact people, policies, or workflows outside their respective areas. These guidelines are not directed at groups that gather to undertake more well-defined problem solving tasks either within a department or between departments.

1. Committees should receive a charge that outlines the following:
    - Specific goals and expectations for the committee's work
    - Membership/composition or term
    - Convener, chair
    - Reporting line
    - Deadline and form for completion of their activities (report, recommendation, web page, event, statistical analysis, etc.).

    This charge should be maintained on the g drive. A note to Grapevine should inform Libraries' staff of the existence of the committee, the charge, and the membership. The g drive address can be given for further information.
2. The chair/convener should either post updates of the committee's activities via Grapevine or make regular reports to their charging group which will summarize the committee's activities in their minutes.
3. When the committee completes its report, web page, event, statistical analysis or other task, the chair should send a note to Grapevine announcing that the results of the committee's work are available for review.
4. The charging group should discuss the work at a subsequent meeting and thank the members for their effort. Library staff members who have questions about the work of the committee should direct these questions to the chair of the committee or their representative on DHG, FAB or the Staff Association.
5. Committees whose work is of an on-going nature should either report to their charging group on a periodic basis or document their activities on an annual basis through their g drive folder or web page.