

Standing Committee Chair: Position Description

July 2008

The FPSE Standing Committee Chair position description is provided as a general overview of Committee Chair roles and duties. For specific information regarding Standing Committee Chairs, please refer to the *FPSE Policy and Procedures Manual*, which includes the Terms of Reference approved by the AGM for each position.

Selection

A local representative on each FPSE Standing Committee shall be elected as Chair for one or two year terms, according to the committee's terms of reference.

Chairpersons shall be elected at the last committee meeting that is held prior to the convening of the Annual General Meeting, except in the case of the Non-Regular Faculty Committee, which elects its Chair at the autumn meeting.

Committees should endeavour to nominate as Chair committee representatives who have served on the committee at least one term as a local representative.

Function

Committee Chairs are responsible for chairing FPSE Standing Committees and ensuring that committee meetings are run in a smooth, efficient and effective manner. Although the Chair should remain neutral as much as possible, the Chair is also a local representative and is able to express the point of view of his/her local.

Committee Chairs shall ensure the committee's meetings adhere to the FPSE Constitution and By-Laws and that the committee acts within its role as an advisory body to Presidents' Council.

The Chairperson or designate shall have observer status at meetings of the Presidents' Council with voice but no vote.

Duties

Committee Chairpersons shall chair meetings of the FPSE Standing Committees for which they were elected.

In the absence of the Chairperson, the FPSE Executive Liaison will assume the chair.

Committee Chairpersons shall report to and may attend the March Presidents' Council meeting as observers, and other meetings upon the request of the President.

Chairpersons shall attend the FPSE Annual General Meeting & Convention.

Chairpersons shall participate in any Convention orientations and planning opportunities provided.

A duly elected Chairperson shall complete his or her term as Chairperson even if the Chairperson ceases to be a designated local representative for his or her respective committee.

Committee Chairpersons shall:

- ◆ Set meeting agendas, in consultation with committee members, the Executive Liaison, and the Staff Representative assigned.
- ◆ Ensure there is a speaker for each agenda item.
- ◆ Provide direction to assigned Staff Representatives and Support Staff regarding committee operations and meeting preparations.
- ◆ Call meetings to order, as well as adjournment.
- ◆ Ensure committee representatives understand the meeting procedures.
- ◆ Ensure that committee resolutions and actions adhere to the FPSE Constitution and By-Laws and are consistent with the committee's role as an advisory body to Presidents' Council.
- ◆ Ensure meetings are run democratically.
- ◆ Keep discussion focused on the agenda.
- ◆ Insist upon respectful behaviour.
- ◆ State the motion clearly before the vote.
- ◆ Ensure committee decisions are understood by all representatives and responsibility assigned for carrying out the decisions.
- ◆ Call for volunteers to join and participate in ad hoc sub-committees to accomplish specific and clearly articulated time limited tasks and assignments.
- ◆ Ensure committee decisions and/or initiatives are implemented.
- ◆ Canvas committee members and liaise with other Standing Committee Chairs.
- ◆ Exercise their option to vote as a local representative.