HECCP Steering Committee
Roles and Responsibilities

Team Member Responsibilities

♦ Advise Executive Sponsor, project team and consultant on major issue of program development, bargaining and implementation
♦ Review goals and project plan
♦ Review PDQ, PFI, market analysis, communication materials, generic classification descriptions, policies and procedures
♦ Advocate for the project at university level, keeping president and senior staff informed of progress
♦ Provide staff for distribution and collection of data instruments, distribution of communication materials, conducting information meetings

Time Commitment

♦ Regular meetings (To be incorporated into current, monthly ERL meetings as possible and practical)
♦ Meeting preparation material to be distributed 1+ week in advance if possible

Ground Rules

✓ Start on time, stay on time
✓ Arrive on time and stay until the end. Notify chair in advance if this will not be possible
✓ One at a time, no interruptions
✓ Share the floor
✓ No side-bar conversations
✓ Stay on topic, be constructive
✓ Listen actively instead of “re-loading” for your response
✓ Try to attend all meetings. Members may not send substitutes in their place. If it is necessary to replace a member, the appointment will be made by the Executive Sponsor
✓ Decisions will be made by consensus whenever possible
✓ Project communication via e-mail
✓ Project information posted on HECCP website