



# HECCP Steering Committee

## Roles and Responsibilities

**DRAFT 7/18/08**

### 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