

Guidelines for Staff Member to Board of Trustees Committees

Board Committee Meeting – Staff Member Role & Responsibilities

- Develop appropriate review/approval process for agenda and meeting materials. Consult with your Vice Chancellor if applicable.
- Set a meeting to plan and coordinate agenda with Committee Chair in advance of the Committee meeting (at least 3 to 4 weeks prior to meeting materials due date)
- Be sure time is allocated properly on the agenda to allow time for questions from Trustee Committee meeting members for each agenda item, while adhering to the total time allotted for the committee meeting
- Refer to and abide by the meeting materials guidelines posted on the Board website: [Guidelines for Board & Committee Meetings](#)
- Submit agenda and meeting materials (Agenda Item Summary Sheets/AIS, background materials, reports, and PowerPoint presentations) to Board office by deadline dates
- Develop action item resolutions, in consultation with others when needed
- Develop the Annotated Agenda for the Committee Chair. Send to Board Office for review prior to distributing to Committee Chair
- Set a meeting to review meeting materials and annotated agenda with Committee Chair at least 1 week prior to the actual committee meeting
- Provide Board Office with a list of presenters who need to be included in the meeting as well as the Executive Session participants for each meeting at least 10 days prior to committee meeting.
- Forward the Zoom link to participants/presenters not included in the Board Office distribution list
- The Board Office will send a draft attendance list to the Staff Member for review 1 week prior to the Committee meeting for review. Please let the Board Office know if anything needs to be adjusted before we send the final version to the Committee Chair.
- Assist the Committee Chair during the meeting as needed or requested
- When necessary introduce/explain agenda items during the meeting or assign agenda items to a member of your team to present.
 - It is the Staff Member's responsibility to make sure your team member is aware of this assignment and get them up to speed on your expectations.
- Work closely with Committee Chair and Board Office in between meetings when needed
- Committee meetings are held prior to all regular Board meetings (6 times per year)
- On rare occasions, committee meetings can be scheduled off-cycle for special meetings
- Following the committee meeting, the Staff Member or delegate reviews all committee meeting minutes and provides feedback to the Board Office by the given deadline
- Committee meetings can have executive sessions when the discussion item falls within the parameters of one of the four State Executive Session provisions applicable to UMS
- Add the Executive Session provisions to the regular agenda and the full provision language and motion language to the annotated agenda.
- Executive Session Provisions can be found in the document Board Committee Meeting Material Guidelines on the Board website: [Guidelines for Board & Committee Meetings](#)

Board Meetings – Staff Member Role & Responsibilities

- Provide meeting materials (consent agenda items, full Board approval items, information items and reports) to Board Office by deadline date.
- Staff Member, Vice Chancellor, or appropriate delegate should present/introduce items carried forward from the Committee meeting.
- There are six Board meetings per year and some Special Board meetings, as needed.
- Inform your department members of any follow up required from each Board meeting