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|  | **Leaders’ Responsibilities** |

| **TITLE & TERM** | **RESPONSIBILITIES** |
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| Assembly Chair *One year* | * Confirm room & technology scheduled for meetings (scheduled in Spring for the following year by Dean’s administrative assistant, based on schedule approved by Executive Council). * Set up WebEx meetings online no later than one week prior to each meeting. * Set up WebEx connection at each Assembly meeting. * Use Agenda Template to create meeting agenda based on proposals received via online submission only. * Send out Agenda with related documents one week prior to meeting. * Facilitate each meeting according to the published meeting agenda. * Start and end each meeting on time (no more than 90 minutes). * Solicit a timekeeper if needed to help keep the meeting on track. * Represent the Assembly at monthly Executive Council meetings or ensure alternate representation. * Provide monthly updates from the Executive Council at each Assembly meeting. * Prepare report of Assembly decisions & activities each semester (procedure TBD). * Call for leadership nominations and plan election in Spring of each year according to established procedures. * Respond to questions and concerns from Assembly members and provide support and encouragement as needed to create a culture of participation. * Thoroughly review the governance webpages to ensure familiarity with the structure and processes of shared governance at MxCC. * Provide feedback and input to the Governance Evaluation Committee on the shared governance structure and processes to ensure continuous improvement. |
| Assembly Chair-Elect *One year as Chair-Elect +one year as Chair* | * In the absence of the Assembly Chair, facilitate meetings using the published meeting agenda. * Ensure representation of Assembly on Governance Evaluation Committee (either by attending meetings personally or designating a representative from the Assembly). * Represent the Assembly at monthly Executive Council meetings or ensure alternate representation. * Provide monthly updates from the Executive Council at each Assembly meeting. * Provide or ensure monthly updates from the Governance Evaluation Committee at each Assembly meeting. * Verify compliance with meeting rules and documentation of meetings and decisions online. * Respond to questions and concerns from Assembly members and provide support and encouragement as needed to create a culture of participation. * Thoroughly review the governance webpages to ensure familiarity with the structure and processes of shared governance at MxCC. * Provide feedback and input to the Governance Evaluation Committee on the shared governance structure and processes to ensure continuous improvement. * Duties as delegated by Chair. |
| Recorder *Two years  (up to 2 consecutive terms)* | * Update Assembly webpage as needed, including new leadership. * Consult with Executive Recorder as needed regarding disposition of proposals received. * Respond to and follow up on inquiries regarding proposals as needed, including appeals from originators. * Post agenda online one week prior to meeting. * Take minutes during meetings or if unable to attend, solicit a substitute recorder for the meeting. * Provide copy of membership list for attendance at each meeting; scan and attach to minutes for that meeting. * Finalize minutes using Minutes Template and send out to members within one week of the meeting for comments. * Edit minutes as needed and provide final draft for approval at the next meeting (to be sent out with the agenda of the next meeting). * After minutes are approved at the next meeting, upload minutes to the website. * Update proposal tracking online and forward update by email to Executive Recorder & proposal originator within 48 hours of each Assembly meeting. * When possible, serve as a substitute for Chair or Chair-Elect at Executive Council meetings if needed. * Respond to questions and concerns from Assembly members and provide support and encouragement as needed to create a culture of participation. * Thoroughly review the governance webpages to ensure familiarity with the structure and processes of shared governance at MxCC. * Provide feedback and input to the Governance Evaluation Committee on the shared governance structure and processes to ensure continuous improvement. |
| Liaisons *One year ( up to 3 consecutive terms)* | * Attend monthly meetings as a guest at one other (designated) Assembly and provide updates from the home Assembly. * Provide monthly update at home Assembly meeting from designated Assembly. * Respond to and follow up on inquiries from designated Assembly as needed. * When possible, serve as a substitute for Chair or Chair-Elect at Executive Council meetings if needed. * Respond to questions and concerns from Assembly members and provide support and encouragement as needed to create a culture of participation. * Thoroughly review the governance webpages to ensure familiarity with the structure and processes of shared governance at MxCC. * Provide feedback and input to the Governance Evaluation Committee on the shared governance structure and processes to ensure continuous improvement. |
| Executive Recorder *Ex-officio  Executive Assistant to President* | * Receives governance proposals submitted online by the 4th Monday of each month. * Evaluates disposition of proposals in consultation with Assembly Recorders and ensures that all proposals are reviewed and acted upon. * Assigns tracking number to each proposal and creates tracking page on website. * Forwards proposals to Assembly leaders within 48 hours of proposal deadline. * Receives updates on proposals from Assembly Recorders for action by Executive Council. * Prepares Executive Council agenda and sends out with related documents. * Take Minutes during meetings or if unable to attend, solicit a substitute Recorder for the meeting. * Take attendance at each meeting and enter into the Minutes for that meeting. * Finalize Minutes using Minutes Template and send out to members within one week of the meeting for comments. * Edit Minutes as needed and provide final draft for approval at the next meeting (to be sent out with the Agenda of the next meeting). * After Minutes are approved at the next meeting, upload Minutes to the website. * Following action by the Executive Council, update proposal tracking online and forward update by email to proposal originator within 48 hours. * Maintain paper copies of approved proposal signature forms in the President’s office. * Forward proposal for additional action as needed following approval by President. * Prepare report of Executive Council decisions & activities each semester (procedure TBD). * Maintain & update governing bodies’ membership & email lists and forward to new leaders in May of each year. * Schedule Executive Council meeting room & technology for the following year (in May following approval of meeting schedule by Executive Council). |
| Other | * Schedule meetings & technology for each Assembly meeting for the following year (Dean’s Administrative Assistants, in May following approval of meeting schedule by Executive Council) |