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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.
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| 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.
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| 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.
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| 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.
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| 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).
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| 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)
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