

FPC Committee Chair Responsibilities

Thank you for agreeing to serve as Chair of a FPC Committee. Your contribution to the effective functioning and on-going improvement of the College is important and appreciated. The specific responsibilities for the chair of each committee vary somewhat by the function of the committee. However, there are some general guidelines about the responsibilities of an FPC committee chair that may be helpful to you.

Help the committee identify goals for the year

- Review with committee members the end of year report for the prior year, any documents created by the committee from the prior year, and any tasks sent to the committee to set specific goals for the committee.
- Communicate the goals of your committee in writing to all members of the committee and send to FPC Secretary so they can be posted on the website
- Invite the chair of last year's committee to attend your first meeting to review last year's report, the prior committee's recommendations of key goals and tasks, and address any questions your committee has about the work of the prior committee.

Work with the committee to develop a written action plan for achieving the goals

- Break each goal into action tasks that facilitate completion of the goal
- Assign tasks and due dates to committee members so that the task is accomplished by the due date.
- Distribute the written action plan to all committee members.

Set a regular meeting date for each month

- Even if you do not anticipate needing a meeting every month, it is important to establish a regular monthly meeting date that all members place in their calendars. If a meeting is not needed, it can be cancelled.
- Send a copy of the schedule of meetings to the FPC Secretary.

Prepare a written agenda for each meeting

- One week prior to your scheduled meeting, prepare a written agenda, distribute it to the members of your committee, announce it to all faculty (faculty@coe.ufl.edu), and send a copy to the FPC Secretary.

Prepare (or designate a member to prepare) written minutes of each meeting

- Minutes should be sent to the FPC Secretary

Send any reports to be presented to the FPC Chair

- Formal reports to FPC should be sent to the FPC Chair and Secretary at least one week before the FPC meeting
- The Chair should attend the meeting when his/her committee report is presented to FPC

Prepare an end-of-year report prior to the Spring COE faculty meeting

- A written report (using the format provide by the FPC Chair) should be submitted to the FPC Chair and Secretary one week prior to the Spring COE meeting.
- Committee Chairs will present a summary of their report at the Spring COE meeting