

## **FPC Committee Representative Responsibilities**

Thank you for agreeing to serve as the FPC representative of a FPC Committee. Your contribution to the effective functioning and on-going improvement of the College is important and appreciated. As FPC representative, you are the liaison to the FPC committee to help ensure effective communication and transparency between the committee and FPC. You play a central role in getting the committee started and organized and in bringing key issues back to FPC for discussion. Below are some general guidelines.

### *Set the first meeting of the committee*

- Schedule the first meeting of the committee within one month of the FPC committee's composition. Include the prior chair of the committee for this first meeting.
- One week prior to the meeting, send FPC 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 for review at the first meeting.
- Identify a chair of the committee at the first meeting and communicate this information to the FPC chair and secretary.

### *Participate in meetings*

- You are active participant and a voting member of the FPC committee (note that Secretary is the non-voting chair of CCC).

### *Report at FPC Regular Meetings*

- Provide an oral report on your committee's work at each FPC meeting. If you are unable to attend the meeting, submit a brief (no more than one paragraph) summary to the FPC Secretary.
- Bring any issues, concerns that arise in your committee to FPC and/or the Agenda Committee.
- Notify the FPC chair and secretary when your committee will need time on the FPC agenda. Agenda Committee meetings typically take place one week before the regular FPC meeting.