UNIVERSITY OF LEICESTER

COMMITTEE SERVICING GUIDELINES

Role Descriptions for Committee Chair, Secretary and Members

Committee Chair

The committee chair leads the committee and enables it to work in an effective and efficient manner, through:

a. playing an active role, with the secretary, in fulfilling the committee’s terms of reference and in setting agendas for meetings
b. introducing items for discussion and providing background detail
c. facilitating discussion and ensuring that all members have their say
d. asking the ‘difficult’ questions
e. working for consensus and keeping the peace
f. summarising key points and steering the committee towards a decision
g. ensuring decisions are reached within available time constraints
h. ensuring responsibility for action is allocated appropriately

Committee Secretary

The committee secretary provides service and support to the committee, through:

a. detailed knowledge of the committee’s remit, and advising the Chair and members of what the committee can and can’t do
b. arranging meetings
c. preparing agendas
d. preparing background/briefing notes on particular topics
e. producing timely and accurate minutes
f. recording action points, and following these up regularly to ensure that action is completed
g. informing relevant people of the outcome of meetings
h. providing advice to Chairs and other relevant parties on matters of policy and process
i. offering advice to those writing papers on presentational requirements
j. maintaining appropriate committee records in an accessible format

Committee Members

The committee members enable the committee to discharge its responsibilities, through:

a. using their shared knowledge, skills and ideas in constructive debate of challenging issues
b. using their combined deliberations and judgement to achieve an objective appraisal of a problem, and a rational solution to it
c. acting as an important channel of communication by transmitting timely information and ideas to other relevant bodies and individuals inside the University
d. promoting mutual understanding, team-work and cooperation among colleagues, by bringing together staff from different departments in pursuit of common objectives
e. accepting collective responsibility for decisions, and ensuring that powers are not concentrated in or used inappropriately by individuals
f. improving the commitment and enthusiasm of their fellow members by encouraging them to contribute their ideas and take part in debate
g. using their membership of the committee to learn through experience and to achieve a more integrated view of the challenges facing the University, and possible solutions

Governance Office, March 2015