



# Committee Membership and Chair-elect Policy

Policy Domain:	Education
Policy Author:	Academic Standards Committee
Contact:	Director Education Services
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Related Policies/Regulations	Nil

## PURPOSE

The purpose of this policy is to outline how education related committee and taskforce positions related to the Academic Standards Committee will be filled and how Chair-elect positions will be decided. The policy also covers the length of time for memberships.

## SCOPE

The policy covers membership of education related committees and taskforces.

## DEFINITIONS / KEY WORDS / ABBREVIATIONS

Nil

## THE POLICY

### Committee and Taskforce Membership:

Six months prior to a committee or taskforce member retiring from their position the committee should commence the search for a replacement.

The following should be considered, individually and globally, in making a replacement:

- An understanding of the core business of the committee
- An understanding of how the committee fits into College strategic planning
- Previous committee experience

- Ability to think and act strategically
- The skill set and experience required to fill the vacancy
- An interest in the specific portfolio of the committee or taskforce
- The number of years post-Fellowship
- State representation if appropriate

The new member should be inducted by the Chair of the committee or taskforce in advance of the last meeting of the retiring member. The new member should attend the last meeting of the retiring member.

Committee and taskforce members will hold their position for three years or a length of time as determined by the individual needs of the committee or taskforce and/or its commissioned time.

#### Chair-Elect:

A minimum six months prior to the position of Chair of a Committee or Taskforce becoming vacant a chair-elect will be determined, preferably from within the existing Committee. The Chair-elect will shadow the Chair and learn the workings of the Committee so that the hand-over is seamless. If the Chair-elect comes from within the Committee, then a new member should be sought for the Committee.

The following should be considered, individually and globally, in making a replacement:

- An understanding of the core business of the committee
- An understanding of how the committee fits into College strategic planning
- Previous committee experience
- Ability to chair meetings effectively and efficiently
- Ability to make decisions
- Ability to think and act strategically
- The skill set and experience required to fill the vacancy
- An interest in the specific portfolio of the committee or taskforce
- Someone who will garner support and trust of the committee or taskforce
- The number of years post-Fellowship
- State representation if appropriate

The Chair will hold the position for three years or its commissioned time if less.