COMMITTEE CHAIRS

You’re the Chair! (Of Advocacy, Governance, Student Life, or another AMS committee.) Congratulations! Here are some things to know and do:

1) Find out who’s on your committee from Joanne, the AMS Admin Assistant (joannepickford@ubc.ca); she can provide contact information so you can call meetings.
2) Call meetings regularly, perhaps weekly.
3) At the first meeting, have a Vice-Chair appointed to assist you.
4) Have the Vice-Chair or another committee member take minutes.
5) Make sure to approve minutes at the next meeting and send them to Joanne for Council to approve.
6) If you want Council to pass a motion, send your proposed motion to Cole and Joanne, along with a Rationale Document.
7) If you would like to amend Code, check with Sheldon (Clerk of Council) at archives@ams.ubc.ca
8) Appoint people to any subcommittees your committee has (e.g., Clubs & Societies for the Operations Committee). They should produce minutes to send to your committee for approval, which you then send to Council via Joanne.
9) If you want to amend the Terms of Reference for any of your subcommittees, check with Sheldon (Clerk of Council) at archives@ams.ubc.ca
10) Touch base with Leslie in HR (leslietulett@ams.ubc.ca) to make sure you get paid.
11) Touch base with your predecessor for transition information. See Transition Reports
12) Touch base with IT (ithelpdesk@ams.ubc.ca) to get an AMS email address.
13) Present an oral report at every Council meeting and a written report once a month.
14) When you call a meeting, copy archasst@ams.ubc.ca so the Archives staff can put the notice on the website.
15) When you send emails, put AA in the Cc line, so a copy goes to the Archives.
16) If you need information on past committee activities or on rules to follow, check with Sheldon at archives@ams.ubc.ca
17) More details at Committees, Code (especially Section V on Committees), and Code and Bylaws (especially the bottom of the page, for Subcommittees).