

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) 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.
- 8) Touch base with Betty in HR (BettyHuang@ams.ubc.ca) to make sure you get paid.
- 9) Touch base with your predecessor for transition information.
- 10) Touch base with IT (ithelpdesk@ams.ubc.ca) to get an AMS email address.
- 11) Present an oral report at every Council meeting and a written report once a term.
- 12) When you call a meeting, copy archasst@ams.ubc.ca so the Archives staff can put the notice on the website.
- 13) When you send emails, put AA in the Cc line, so a copy goes to the Archives.
- 14) If you need information on past committee activities or on rules to follow, check with Sheldon at archives@ams.ubc.ca