Providing Staff Support to Chancellor’s and Executive Vice Chancellor and Provost (EVCP) Committees
Guidelines and Responsibilities

The following information is intended to clarify your role in providing staff support to your designated Chancellor or EVCP sponsored committee.

**Committee Classification and Definition of Terms**
The first order of committee business is to clarify the *charge* and *focus* for the group in an effective and efficient manner. These are determined by the committee sponsor in consultation with the chair(s) during the committee’s initiation phase. Once the charge and focus have finalized, the following classifications and definition of terms assist sponsors, chairs, and staff support in refining the appropriate classification for existing or new committees:

*Standing*—permanently in existence in order to deal with a particular, ongoing function or issue. Types of standing committees include but are not limited to:
- Advisory—having the function of giving advice or making recommendations
- Steering—having the function of deciding agendas and topics for discussion and prioritizing action or urgent business
- Sub—having the function of dealing with a specific issue assigned from a parent, standing committee and primarily consisting of members from the parent, standing committee rather than standing alone.

*Ad hoc*—temporarily in existence in order to respond to a specific need or requirement. Types of ad hoc committees include but are not limited to:
- Task Force—a group of people and resources temporarily brought together with a predetermined agenda and deliverables to focus on a *strategically impactful issue* in order to achieve a specific purpose in a short amount of time.
- Work Group—a group of people and resources temporarily brought together with a predetermined agenda and deliverables to focus on an *operationally impactful issue* in order to achieve a specific purpose in a medium amount of time.
- Review Committee—a group that is charged with looking at something critically, considering something again, giving an opinion, or surveying the past.
- Award Committee—a group that is charged with oversight and deliberation regarding the nomination, selection process, and recipient outcomes for specific/group of award(s).
- Investigatory/Disciplinary Committee—a group charged with the investigation and/or disciplinary action regarding a specific issue or person.

**Getting started: the Committee Lifecycle and the Annual Report**
Once you have been assigned as staff support, you are responsible for initiating contact with the chair of your committee and for providing an outline of the steps necessary to shape the committee lifecycle for the year ahead, which will include obtaining input from the chair then completing and submitting the Annual Report to the Chancellor/EVCP Office. Often committees have a vice-chair or co-chair. If applicable, be sure to include such individuals in the planning discussion and Annual Report completion.

**Appointments**
The Chancellor/EVCP Office can provide you with the last official appointment roster reflecting membership. You must obtain your chair(s) approval on suggested changes. Indicate their approval and list new/re-appointments in alpha order with title and department and provide list of releases in your transmittal to the Chancellor/EVCP Office.

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communications team. After the updated appointment/reappointment recommendations have been vetted, you will be notified and are then responsible for composing the appointment letter. The appointment letter can be based on the previous year’s letter inserting the current date and new membership. Once you have prepared the draft, send an electronic copy to Chancellor/EVCP Committees Coordinator. After the letter has been reviewed by the Chancellor/EVCP Office communications team and approved and signed by the Chancellor or EVCP, it will be returned to you for distribution. You are responsible for distributing, either in hard or e-copy, the appointment letter to the committee chair(s) and providing a copy to each committee member. This is the only notice members will receive regarding their appointment status. You, as staff support, will always be copied if any one-off, individual appointments and resultant letters are required during the year.

Schedules
Working with the committee chair, you are responsible for establishing a committee timeline that includes scheduling meetings, determining the frequency of meetings, reserving meeting space, and inviting members to the meetings.

Deliverables
You are responsible for keeping track and record of all meeting materials and committee correspondence, preparing and distributing agendas, note taking and distribution, tracking action items, and recording completed deliverables.

Logistics
At the first meeting, committee members should be informed of the charge and that recommendations will be forwarded to the Chancellor/ EVCP for approval and/or action via an Annual Report due by the stated deadline in the appointment letter and containing, if applicable, a budget proposal and request for the following year along with the committee future priorities and initiatives. You should discuss the preparation process for the document(s) with the chair of the committee as it is expected that you will develop the draft document(s) for approval and signature by the chair, co-chair, and vice-chair (as applicable). During the academic year, the committee may decide that recommendations need to be sent to the Chancellor or EVCP before the Annual Report, if so, you are responsible for drafting the recommendation document(s) and obtaining approval signatures from the chair, co-chair, and vice-chair (as applicable). Also, the sponsor who has oversight of the committee must be copied on all recommendations, reports, and/or requests.

Collateral and Events
Printed collateral and events hosted or co-hosted by a committee must be pre-approved by the Chancellor or EVCP. Because of funding needs, this collateral should be identified as a line item in the budget request of the committee’s Annual Report from the previous year. The Annual Report following the event should include information regarding the efficacy of the brochure/event.

Web Presence
For access to campus URLs or information that the committee would like linked to its committee webpage (http://ucsfchancellor.ucsf.edu/committees-and-awards) should be forwarded to Communications Analyst Courtney Anderson at Courtney.Anderson@ucsf.edu.

Questions and Consultations
Please contact Chancellor/EVCP Committees Coordinator Suya Colorado-Caldwell at 476-4421 or at suya.colorado-caldwell@ucsf.edu.

Thank you for supporting Chancellor and EVCP Committees

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