

UNIVERSITY-LEVEL COMMITTEE/COUNCIL DATA SHEET

University of Louisiana at Monroe

Committee/Council Name:	Convocation Committee
Committee Type:	<input checked="" type="checkbox"/> Standing <input type="checkbox"/> Ad Hoc
Reports to:	Vice President for Academic Affairs
Recommended by:	<input type="checkbox"/> Faculty Senate <input checked="" type="checkbox"/> VPAA
Membership (Describe in general terms who should serve on the committee/council): Total = 13	
<i>Faculty Senate Member(s):</i>	N/A
<i>Staff Senate Member(s):</i>	N/A
<i>Faculty/Staff Members:</i>	CAS – 2; CHS – 1; CPY – 1; EVP - 2; President - 1
<i>Student Members:</i>	N/A
<i>Ex Officio Members:</i>	Interim Director of Student Life and Leadership; Coordinator of Orientation and Special Programs; Band Director; Assistant VP for Enrollment Management; Student Success Center representative; and Peer Leader Coordinator
Officers (Describe in general terms who should serve as officers):	
<i>Chair:</i>	Director of Student Retention
<i>Co- or Vice-Chair:</i>	N/A
<i>Secretary:</i>	Elected from the members
Charge (Describe the charge or purpose of the committee/council):	
The Convocation Committee is responsible for planning the annual convocation exercise. The committee shall counsel with the President regarding the selection of a speaker.	
Rotation Rules (List the rules that govern how committee/council membership changes with time):	
Rotating members shall serve a maximum of four academic years. Contingent upon the Chair's recommendation and the VPAA's approval, a member's service may be increased by one year or decreased.	
Duties of Members (Describe the duties expected of each committee member)	
<i>Chair:</i>	The chairperson will convene the committee as needed to fulfill its charge, establish an agenda for each meeting, oversee each committee meeting, form subcommittees and delegate responsibilities as needed to fulfill the committee's mission, annually evaluate committee member performance, and make recommendations for membership. The chairperson will also maintain a file that includes: a statement of the charter of the committee; the approved minutes of each committee meeting; the annual report of the committee; and documents, correspondence, data and other information that might be of continuing value to the committee. Also, the chairperson shall forward committee records to the new committee chair when a new one is appointed.
<i>Co- or Vice-Chair</i>	N/A
<i>Secretary:</i>	Maintain minutes of committee meetings, distribute minutes to committee members, and distribute approved minutes for posting on an appropriate web site.
<i>Faculty Senate Member(s):</i>	N/A
<i>Staff Senate Member(s):</i>	N/A
<i>Faculty/Staff Members:</i>	Participate in committee responsibilities.
<i>Student Members:</i>	N/A
<i>Ex Officio Members:</i>	Represent the office that they hold and participate in all committee responsibilities.
Last Updated:	10/16/2012