

What do Council Members do?

Description of Work

Council members provide service to the College and engage in professional development by serving on one of the governance councils.

Service to the College

Although council members may represent different constituencies (e.g., academic services, operational services, students, faculty, staff, administrators, or a particular campus) and consider different issues, they are united in fulfilling the promises of governance by:

- focusing on the mission of the College
- seeking to promote mutual success.
- inviting all members of the College community to be heard
- keeping constituents informed
- sharing representative perspectives with leadership
- emphasizing communication, collaboration and civility
- ensuring that governance is a transparent and evolving process

Council members have five general duties:

- 1) **Participating in the Council.** This includes (a) attending council meetings, (b) responding to requests from the Chair, other council members, or the governance coordinator in a timely manner, and (c) learning about relevant issues for the council. Council members attend council meetings once or twice per month.* Members may also attend additional meetings if they agree to be officers or on a committee. They should try to find a substitute if they are unable to attend a meeting.
- 2) **Communicating with constituents about governance issues.** This can be done face-to-face, by phone or via e-mail according to the preferences of the council member and communication plan of the council. This includes raising awareness, sharing information, encouraging participation, and fostering collaboration and consensus.
- 3) **Representing constituents.** This involves (a) listening to constituents, (b) making motions that reflect constituent views, (c) voting in accordance with the best understanding of what constituents would want, and (d) sharing constituent views at meetings or in other appropriate forums.
- 4) **Attending training** before the Fall semester (usually a full day). Council chairs and officers may receive additional orientation and training in May.

- 5) **Providing feedback about governance** by participating in the annual survey in May.

Note: In recognition of the service to the College, supervisors will work with employees to support their work in governance as much as possible given the needs of the department or unit. It is recommend that council members, or those considering serving, have a conversation with their supervisor about how to balance governance work with job duties. Talking with supervisors is especially important before agreeing to serve as an officer or as a committee member due to the greater time commitment involved.

Professional Development

Council members engage in professional development that includes (a) opportunities to network and build relationships beyond one's daily work interactions, including College leaders, (b) gaining knowledge about other areas of the College, (c) developing skills to run and participate in effective meetings, (d) learning about issues of importance to others, (e) demonstrating effectiveness in these areas.

Council officers and committee leaders also hone leadership, planning, organizing, and feedback skills in addition to the above.

***Meeting Schedule**

Dates for council meetings are usually as follows:

- **Campus Councils (GT, RV, TPSS, WD&CE):** First and/or third Tuesday of the month.
- **Constituent Councils (Student, Faculty, Staff, Administrator):** First and/or third Thursday of the month.
- **Functional Councils (Operational Services, Student Services, Academic Services, Employee Services):** Second and/or fourth Thursday of the month.
- **College Council (Chairs of above councils only):** Second and/or Fourth Tuesday of the month.

Times for meetings are set each year by agreement of council members.