

Governance Worksheet

Please refer to the **Las Positas College Participatory Governance Handbook** (available on the Intranet at <http://grapevine.laspositascollege.edu/administration/governance.php>) to complete this worksheet.

In order to ensure a smooth transition, it is advised that committee chairs should be appointed in May for the following academic year.

1. The purpose of this worksheet is to allow each standing committee, committee, or task force (“group”) to review its charge and membership. If the structure is satisfactory, no changes need be made.
2. Locate your Group’s description, and send to the Group with the agenda of the first meeting of the academic year.
3. At the first meeting review the Charge and Membership page for your Group.
4. Return to the President’s Office by September 27th each year. *Thank you!*

Name of Group:

Are the descriptions of your group’s charge and membership satisfactory? (circle one) Yes No

- If “Yes” is circled, no further work is required. Have members of the group sign this worksheet and return it to the Office of the President.
- If “No” is circled, please indicate any proposed changes below. Have members of the group sign this worksheet and return it to the Office of the President.

NEW/PROPOSED CHANGES

Charge of Group:

Reporting Relationship:

Membership and Leadership: Indicate office of chair (if any), how chair is selected, the composition of the committee, and if any members are ex-officio.

How is the chair selected? (circle one):

By committee vote

By office/which office:

Other:

(example: Program Director of Safety and Security)

Voting Members:

(example: 1 faculty representative from each division;
4 classified representatives; 2 student representatives)

Ex-officio Members:

(example: Vice President of Student Services)

Appointments by (circle all that apply):

Association

Academic Senate

Associated Students

Administration

Faculty

Classified Senate

SEIU

Term (circle one):

One Year

Two Years

Other: _____

