
Why Guidelines?

The Yale University Library acknowledges the importance of individual participation in Library and University committees in achieving the Library's goals. Committees serve many purposes, e.g. pooling of staff skills and resources; distribution of work; sharing of information, ideas and expertise; and opportunities for involvement and professional growth.

Committee members (drawn from all levels of staff) are selected from volunteers and nominations or may be appointed based on expertise and/or position. Most importantly, individuals are selected based on the contributions they can make to the particular work of the committee. Selections are made by the Committee or Committee's Chair, the Committee's Sponsor or Library Administration.

These guidelines are designed to help all staff, whether currently serving on a committee or not, understand the responsibilities and expectations of committee work. They will ensure a more positive and productive committee experience for all involved.

Please direct comments and questions to:
Library Human Resources,
Sterling Memorial Library

Phone: (203) 432-1810
Email: hrlibrary@yale.edu

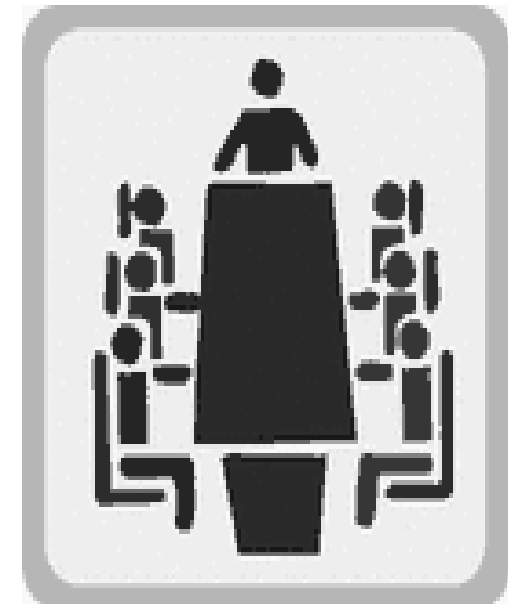
Yale University Library
Library Human Resources



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YALE UNIVERSITY
LIBRARY HUMAN RESOURCES

Guidelines for Committee Participation



Responsibilities of Chairs

Working in concert with the committee's sponsor, the chair will:

- Notify prospective member's supervisor and Department Head of an invitation to join a Library committee.
- Contact and discuss the following information with prospective members:
 - Committee charge, communication norms (who, what, where, when and how communication occurs), and work requirements
 - Appointment process
 - Duration of appointment
 - Meeting schedule, location and length
 - Time estimate for work outside of committee meetings
 - Event participation requirements (e.g. award ceremonies)
 - Policies on minute taking and other administrative duties
 - Subcommittee expectations, if applicable
- Forward a written copy of the information above to staff who agree to serve on the committee as confirmation of appointment
- Review the charge, committee norms (e.g. start and end meetings on time, or how decisions are reached), and progress in achieving goals with all incoming members

Responsibilities of Members

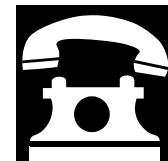
Library staff who wish to serve on a committee, or who have been asked to serve on a committee will:

- Discuss the committee invitation with their supervisor
- Obtain their supervisor's consent before agreeing to serve on a committee
- Relay committee information given to them by the chair and review their expected committee responsibilities
- Notify their supervisor of all meeting times in advance
- Notify relevant coworkers of meeting times in advance and alert them to issues that may arise in their absence
- Use appropriate technology as designated by the committee for scheduling, collaboration and communication
- Attend meetings and actively participate in discussions and creation of committee documents and processes
- Notify committee chairs when unable to attend a meeting and follow up with the chair to obtain minutes, assignments and other information
- Actively report back to colleagues within the Library about committee activities

Responsibilities of Supervisors

The supervisor will:

- Discuss committee interest and the committee invitation with the staff member in a timely manner
- Review expectations with the staff member in relation to committee assignments
- Discuss any concerns promptly with the committee member
- Discuss committee invitations with the Department Head, and for University committees, also with the AUL and obtain consent
- Work with committee member to determine how and ensure that information about the committee activities is shared with the department and Library.
- Make every attempt to be flexible in allowing staff to serve on committees in support of the Library's mission, vision and values
- Ensure coverage so that staff can participate on committees
- Ensure that all staff have equal opportunities to participate in committee assignments



Communication is Key!
