

**RESPONSIBILITIES OF THE CHAIR OF  
AN ACADEMIC COUNCIL COMMITTEE**

1. The Chair of each Academic Council committee is responsible, as specified in the *Rules of the Senate*, for setting the committee's agenda and order of business, and for appointing the members and Chairs of any standing or *ad hoc* subcommittees.
2. The Chair of each Council committee is responsible to the Senate for fulfilling the reporting responsibilities of that committee as specified in the committee charge.
3. When matters of policy are formulated by a Council committee, the Chair of that committee will normally be invited to discuss such matters with the Senate Steering Committee. Once a policy matter has been placed on the Senate agenda, the committee Chair is expected to be present at the Senate or to be represented there in order to present the merits of the policy and to answer questions from the floor.
4. The committee Chair is encouraged to consult as appropriate with colleagues, students, administrative officers, the CoC member assigned as liaison to that committee, and the Academic Secretary to the University but, as Chair, is expected to exercise initiative, resourcefulness and independence in setting the committee's agenda and in the conduct of its business.