Role of an Agenda Administrator

When a proposal has reached a committee step on the approval process, the Agenda Administrator is responsible for placing a vote on behalf of the committee and have the option for creating an agenda when one is needed.

A committee may be made up of several individuals which Curriculog will split into two groups:

[1] Non-voting members, and

The Agenda Administrator’s name appears with an asterisk beside it on the step.

Non-voting members may place opinions on the step, but only the votes of the Agenda Administrator will be counted.

A status bubble will appear in front of a member’s name after he has reviewed the proposal.

The Agenda Administrators can create, edit, publish and make decisions upon an agenda.

An Agenda Administrator should not vote (make a decision) when the proposal has not been reviewed by the majority of the non-voting members.

Status Bubbles: