

1 **Responsibilities of a Liaison Member from the Executive Committee to a Standing Committee of the**
2 **Academic Senate**

3 (Executive Committee: 6/20/84)

4 **Preamble.** Because of the importance of the liaison function, the Executive Committee should be careful, in
5 making liaison assignments, to accommodate the liaison member's background, experience, and interests as far
6 as possible. It is the responsibility of the Senate Chair to counsel liaison members on their duties and
7 responsibilities.

8 The specific responsibilities of a liaison member include the following:

- 9 1. Informs the committee chair of actions by, and information coming to, the Executive Committee that may
10 be of significance to the work of the committee.
- 11 2. Reports to the Executive Committee the actions and agenda of the committee.
- 12 3. Assists the committee chair in the preparation of the committee agenda, as requested.
- 13 4. Assists the committee chair in representing the committee at meetings, as requested.
- 14 5. Assists the committee chair in instructing new committee members about the committee's relationship to
15 other standing committees, subcommittees, and academic governance in general.
- 16 6. Assists the committee chair in instructing new committee and subcommittee members on their duties as
17 members, and as representatives of their particular constituencies.
- 18 7. **SERVES AS A FULL, VOTING MEMBER OF THE COMMITTEE WITH ALL RIGHTS AND**
19 **RESPONSIBILITIES THEREOF.**

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The specific responsibilities of a liaison member include the following:

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4. Assists the committee chair in representing the committee at meetings, as requested.
5. Assists the committee chair in instructing new committee members about the committee's relationship to other standing committees, subcommittees, and academic governance in general.
6. Assists the committee chair in instructing new committee and subcommittee members on their duties as members, and as representatives of their particular constituencies.
7. Serves as a full, voting member of the committee with all rights and responsibilities thereof.