

Directors' Council Organizational Guidelines

Mission:

The mission of the William Paterson University Directors' Council is to facilitate ongoing communication between Directors, provide review, comment and guidance on WPUNJ programs, policies and regulations, and to encourage collaboration in support of the WPUNJ mission and the University's Strategic Plan. In pursuit of this mission, the Directors' Council provides professional development opportunities for its members, promotes life-long learning, reflection and service excellence.

Officers and Chairs of the Directors' Council:

The following are the roles and responsibilities of the Officers and Chairs of the Directors' Council who are expected to serve two-year appointments. While all of the officers are encouraged to be a member in good standing, (attendance rate of 50% or more at General Council meetings), only the chairperson is required to have maintained active membership one year prior to the assumption of office as well as be a current member of the Steering Committee at the time of election.

Chair:

- Administers the general affairs of the Council
- Convenes and presides over all Directors' Council and Steering Committee meetings
- Serves as the Council's chief liaison with the Office of the Provost.
- Serves as a non-voting member on all Council committees
- Prepares and submits an annual report to the Council and the Provost's Office with the support of officers and chairs
- Supports the Secretary with the compilation and dissemination of all materials (agendas, meeting notices, news, miscellaneous. correspondence, etc.)
- Appoints members of ad-hoc committees as needed
- In the absence or resignation of the Secretary, the Chair supports the functions of the position until a replacement can be appointed by the Chair
- Serves on the Steering Committee of the Directors' Council

Vice Chair:

- Assumes the duties of the Chair in his/her absence or resignation
- Plans, organizes and coordinates one general meeting per academic year
- Chairs the Community Committee activities for the Council including but not limited to: the announcement of new members, recognition of Director achievements, special events and year end gatherings
- Supports the Chair in the development and dissemination of the annual report
- Serves as a non-voting member on all Council committees
- Serves on the Steering Committee of the Directors' Council

Secretary:

- Records minutes for the Directors' Council and Steering Committee meetings and sends to the Chair at least one (1) week prior to the next scheduled meeting
- Disseminates notices, minutes and announcements as needed
- Serves as the custodian of all Directors' Council records including but not limited to: meeting minutes, correspondence, news etc. (Steering Committee Meeting minutes, newsletters, etc. will be archived on the K-Drive)
- Supports the Vice Chair with all community activities
- Serves on the Steering Committee of the Directors' Council

Membership Chair:

- Maintains a current membership roster
- Ensures that new members are added to the Directors' Council mailing list
- Distributes the meeting assessment tool at all meetings
- Disseminates updated membership information to the Secretary, and the Directors' Council Web Administrator
- Serves on the Steering Committee of the Directors' Council

Professional Development Chair:

- Serves as the convener of the Professional Development Committee and addresses all matters pertaining to the committee
- Plans, organizes and coordinates one general meeting per academic year

- Works collaboratively with committee members to develop key-topic programs or activities designed to meet the needs of the Council members as well as address the overall goals set forth by the Steering Committee. Provides input to the Directors' Council Chair
- Provides input to the Chair in the development of the annual report
- Serves on the Steering Committee of the Directors' Council

Assessment Committee Chair:

- Serves as the convener of the Assessment Committee and addresses all matters pertaining to the Committee
- Plans, organizes and coordinates one general meeting per academic year
- Provides input as needed to the Chair in the development of the annual report
- Assesses general meeting attendees; compiles findings and reports the results and recommendations to the Directors' Council Steering Committee
- Serves on the Steering Committee of the Directors' Council

Committee Membership and Expectations:

Overall, the Directors' Council membership will be asked to volunteer or will be recruited for all the committees listed below, new standing committees that may be created, and any other ad-hoc committees that may be created. All members are encouraged to support the efforts of the Directors' Council to be a more balanced body representative of the varied University departments.

Steering Committee:

The Steering Committee will include the Chair, Vice Chair, Secretary, Membership, Professional Development and Assessment Committee Chairs as well as up to five (5) additional at-large members of the Directors' Council, the immediate past Council Chairperson and the Directors' Council Advisor from the Provost's Office. The Committee will meet up to five (5) times during the academic year including months when there are no scheduled general Directors' Council meetings and once in the summer. The overall guidance and support to the Directors' Council is the primary goal of the Steering Committee in addition to helping facilitate all Directors' Council related activities.

Professional Development Committee:

The Professional Development Committee is expected to develop and implement a key-topic for one program designed to meet the member needs.

A minimum of three (3) members at large are expected to serve on the Professional Development Committee besides the Chair, but more are strongly encouraged to join.

Assessment Committee:

The Assessment Committee is expected to develop and implement a key-topic for one meeting to support the assessment needs of the departments represented in the Directors' Council. A minimum of three (3) members at large are expected to serve on the committee besides the Chair, but more are strongly encouraged to join.

Community Committee:

The Community Committee will be responsible for providing a key-topic for one meeting each year as well as hosting the year-end Awards Meeting which recognizes the professional achievements of our members. A minimum of three (3) at large members are expected to serve on the committee besides the Chair, but more are strongly encouraged to join.

Nominating Committee:

The Nominating Committee which convenes bi-annually, will be appointed by the Directors' Council Chair during the Fall term prior to the end of the Officer and Chair terms of office. The Nominating Committee will identify active members willing to serve as Officers and Chairs of the Directors' Council. The Nominating Committee will present a preliminary slate of candidates at the February general meeting. Nominations for Directors' Council Officer positions will be accepted at the April meeting when elections will be held. In the event that ballots are required to select any of the Officer positions, only members present at the April general meeting will be eligible to vote.

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