

Role of Committee Members

Colleagues are encouraged to utilise the following role descriptor for committee members which has been influenced by guidance in The Faculty of Humanities Handbook on Committees and Groups.

The committee members enable the committee to discharge its responsibilities, through:

- ensuring that they prepare themselves properly for meetings by reading the committee papers in advance, giving them due thought and consulting others where appropriate;
- using their shared knowledge, skills and ideas in constructive debate of challenging issues;
- using their combined deliberations and judgement to achieve an objective appraisal of a problem, and a rational solution to it;
- acting as a channel of communication by transmitting timely information and ideas to other relevant bodies and individuals . Good practice for some committees might be to have a standing agenda item 'wider communication of decisions/consultation'
- promoting mutual understanding, team-work and cooperation among colleagues, by bringing together staff from different areas in pursuit of common objectives;
- accepting collective responsibility for decisions, and ensuring that powers are not concentrated in, or used inappropriately by, individuals;
- improving the commitment and enthusiasm of their fellow members by encouraging them to contribute their ideas and take part in debate;
- using their membership of the committee to learn through experience and to achieve a more integrated view of the challenges facing the University, and possible solutions and how this impacts/relates to individual schools/faculties/agenda;
- understanding the committee's remit and know the limits of its business and powers;
- being willing and able to attend the committee's meetings or nominating an appropriate delegate to represent them in the event that they are unable to attend;
- ensuring that they observe any markings of confidentiality that are applied to committee documents and do not disclose beyond the committee any confidential business or other information that is considered by the committee;
- ensuring they act impartially in the best interests of the University and are not influenced by any personal business or social relationship. If members have any personal or family interest in any matter being discussed by the committee, they should declare this conflict of interest at the start of the meeting and take no part in the committee's discussion or decision-making on that subject.
- ensure that they discharge their responsibilities as committee members in accordance with the Standards in Public Life (Nolan Principles)