

Roles & responsibilities of committee chairs

- Issue: Committees are formed to work collaboratively on tasks and to spread out the tasks among committee members. Conflicts arise when there is a perceived overlap in the roles and responsibilities of committee chairs versus committee members.
- Solution: More clearly define the roles, responsibilities, and expectations of committee chairs.

Roles & responsibilities of committee chairs

- Role/Responsibilities
 - Ensure tasks assigned to the committee are completed
 - Facilitate committee meetings
 - Submit monthly written reports to the Board on the committee's activities
 - If the committee has a budget, submit a list of monthly expenses to the Board
- Expectations
 - The committee can make decisions by majority vote.
 - The chair does not control the committee, but rather facilitates meetings so that the committee can discuss issues and make decisions.

Roles & responsibilities of site stewards

- Roles/Responsibilities
 - Responsible for overall operation of the facility (facility management)
 - Handles facility issues (electrical, HVAC, plumbing, rodents, custodial) by coordinating repair/maintenance and purchasing general facility supplies (e.g., toilet paper, paper towels, garbage bags)
- Expectations
 - Only has authority on the general operation of the facility (e.g., light bulb needs to be replaced; there is a leak on the roof; we're out of toilet paper).
 - Issues/decisions regarding relocating shops or relocating equipment that would affect more than one shop should be handled at the facility committee level, in order to gather input for shop stewards and the rest of the facility committee.
 - The Site Steward is not the de facto steward of areas of the facility that does not have a room/shop steward.

Roles & responsibilities of facility committee

- Roles/Responsibilities
 - Handles facility issues not handled by the Site Steward
 - Handles common areas of the facility (areas of the facility that does not have a shop steward.)
- Expectations
 - Meets monthly to review budget requests for shop stewards and to authorize purchases.
 - Makes decisions that affect multiple shops.