



NMNEC Committee Chair Role & Responsibilities

Committee Members:

- Build a committee of members (minimum of 5-7) who possess the specialty knowledge your committee requires
 - Choose members that represent both universities and community colleges from around the state
 - Strive to have a diverse committee representing culture, gender, and background
 - A verbal/email agreement to participate is sufficient
- Collect member contact information. Build an email list and share with each committee member. Communicate an accurate committee list with the NMNEC staff and inform of changes as they occur

Committee Meetings:

- Schedule monthly phone conference meetings (or more when necessary) with assistance from NMNEC staff
- Convene face-to-face committee meetings as part of the NMNEC statewide meetings
- At statewide meetings, provide committee verbal report/update (Chair or member may do this)
- Provide agenda for each committee meeting for NMNEC staff to disseminate with meeting notice/reminder
- NMNEC staff will take minutes at each meeting as available
- Delegate tasks and manage follow up from each meeting to assure items are accomplished

Committee Scope/Purpose/Tasks:

- Work with the NMNEC Leadership Council, Leadership Liaison, and NMNEC Staff to clearly define the scope, purpose, and tasks of your committee
- Clearly communicate the scope/purpose/tasks with your committee members and orient current and new committee members as needed
- Build timelines and to-do lists for tasks as warranted keeping everyone “on the same page”

Budgetary Oversight:

- On an annual basis, forecast items/tasks that may incur a fee/expense. Check with the NMNEC staff to see if funds have been earmarked for your purposes
- As you continue your committee work, keep an eye on any/all tasks that will incur costs/expenses
- Communicate all expenses **in the idea stage** to be assured that grant funds are available
- As the task becomes a reality, communicate details to the NMNEC Staff (3-6 months in advance) to encumber funds for your purposes. (Complete the NMNEC Funds Request Form)
- Coordinate processing of expenses through the NMNEC office

Committee Chairs:

- Participate in monthly “Committee Chair” phone conference to share progress, ask for guidance/input, and prevent duplication of effort