



Catholic Research Resources Alliance

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Providing global enduring access to Catholic research resources in the Americas

Subject: Committee appointments, terms, responsibilities and procedures

Date: March 31, 2014

Appointments, terms and responsibilities for committee chairs

- Terms. Two year terms, once renewable. With a gap of at least one year, a person may again be eligible to serve as chair.
- Responsibilities: Develop agendas, chair meetings and ensure minutes are kept. Lead committee in setting and carrying out goals, and coordinating with other committees.

Appointments, terms and expectations of committee members

- Terms. Two year terms, twice renewable. With a gap of at least one year, a person may again be eligible to serve.
- Expectations. Each committee has its own responsibilities. However the expectations of chairs and members are much the same. Each person should bring the following:
 - Interest in and knowledge of CRRA's activities and the role of committees,
 - Interest and expertise in the committee's area of responsibilities and activities,
 - A willingness to commit sufficient time to prepare and participate in committee meetings and activities,
 - A willingness to give some priority to and be accountable for engaging in the committee's work,
 - A desire to assist in developing CRRA's programs and services by sharing information with CRRA about their own organization's participation in collaborative efforts and sharing information with others about CRRA activities.

Procedures for appointing committee members

Committee chairs carry out the process of recruiting, appointing and/or reappointing individuals to two year terms with the assistance of their committee members and CRRA staff. Generally speaking, terms begin on July 1 with the beginning of the CRRA fiscal/membership year; however, committee chairs may include new appointees as soon as appointed and similarly, invite departing members to meet with the committee for appropriate continuity. Chairs contact committee members both for identifying possible new members as well as for ascertaining if members whose terms are expiring wish another term, then make the appointments and reappointments for two year terms accordingly. In some cases, a committee chair/committee may decide for the near term to continue people without setting terms.

In recruiting committee members, committee chairs focus on developing a committee of interested members with expertise appropriate to the committee. Generally, committees will include only one individual from an institution although there is no prohibition on including more than one member from an institution when it serves to expand committee expertise and capacity. There is no prescribed size for committees. While most committees range between 8 and 12 members, the intent is again to develop capacity for committee effectiveness. CRRA staff serves in an ex officio capacity on all committees unless otherwise specified in the committee charge.

Committee chairs/committees may also set up subcommittees, task forces or working groups of their committees for specific projects. Chairs may use similar procedures and expectations, and set terms appropriate to the project.

Chairs will consult with Pat or Jennifer on all aspects of appointments, reappointments, committee composition and size. Chairs are requested to finalize with Pat and Jennifer who will continue, who will not, and who is new. Jennifer and Pat will add names and terms of members to the committee lists on our website. Jennifer will thank all individuals – continuing, new, departing.

These procedures were developed by committee chairs (2013/14); Pat Lawton, CRRA Digital Projects Librarian; Tyrone Cannon, chair, Board of Directors and Diane Parr Walker, vice-chair/chair-elect, Board of Directors, and Jennifer Younger, Executive Director. Please send questions and comments to any committee chairs (listed on committee pages) [Pat Lawton](#) or [Jennifer Younger](#).