

MANAGEMENT COUNCIL FACILITATORS PROCEDURES

Facilitators Group

The facilitators group is comprised of six members of Management Council (MC), including one member of the Administrative Committee. Facilitators serve terms of two years (September 1–August 31).

Conveners

Two facilitators are assigned the duties of convening facilitator group meetings, setting the agenda for MC, and facilitating MC meetings. Each pair of conveners holds these duties for a 4-month period.

Minute Taking

Facilitators are exempt from taking minutes at MC meetings during their two years as facilitator and for the one year following completion of their term on MC.

Duties of Facilitators

Reserving Rooms

In the spring of each year, facilitators consult with Sherie Stein and Lori Arp about the MC schedule for the coming year. Sherie reserves rooms for meetings and posts the schedule of meetings on StaffWeb: <http://staffweb.library.northwestern.edu/mcouncil>

Membership Roster

Facilitators periodically review the MC membership roster posted on the MC website and send any changes to Sherie Stein.

Agenda Setting

Wednesday before MC meeting

Facilitators meeting: Usually held the Wednesday before a MC meeting at 9:15 AM

- Discuss possible agenda items
- Determine who the recorders will be for next meeting
 - Each meeting has two recorders who take notes and together prepare and distribute minutes for two consecutive meetings
 - Rotation of recorders follows the alphabetical MC roster
- Confirm location of next meeting
- Confirm that minutes from prior meeting were distributed; if not, contact recorders
- Determine which AUL will be providing the Administrative Committee report and remind that person to distribute the report prior to the next MC meeting

Conveners:

- If minutes from prior meeting were not distributed, contact recorders to remind them

- Notify recorders for next MC meeting that they will be taking minutes
- Send draft agenda and call for agenda items to
mcouncil@welles.library.northwestern.edu

Monday afternoon before MC meeting

Conveners: Send final agenda to libstaff@welles.library.northwestern.edu

Agenda Structure

Management Council

Wednesday, DATE

10:00–11:30 AM

LOCATION

Facilitators:

Recorders:

Introductions, Announcements, and Acknowledgements

Approval of Minutes from DATE Meeting

Administrative Committee Report (AUL Name)

Other Departmental, Committee, and Task Force Reports

AGENDA ITEM

AGENDA ITEM

University Librarian's Report

New Business

Day of MC Meeting

Conveners:

- Tape MC “Ground Rules” to wall
- Take attendance and give attendance sheet to recorders at end of MC meeting
- Introduce new MC members, substitutes, and guests
- Remind those who made an announcement to send the announcement text to Mary Bradley, who will compile all announcements and distribute to all NUL staff
- Remind recorders to send approved minutes to Nina Barrett

Updated 12/12/07