UTA Libraries – Committee, Working Group, Task Force, and Social Group Procedures

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Committees

Definition: Standing teams with ongoing charges and rotating membership (an open committee recruits and a closed committee members are appointed/elected).
Examples: Advocates for Disability and Accessibility Committee (ADAC) , Staff Advisory Council, Virginia Garrett Lectures Committee.

- **Establishing:** Created by Director-level staff member; scope/membership defined; information submitted to OE.
- **Communication:** Must maintain a Teams presence.
- **Reporting:** Chairs submit annual updates each fall + off-cycle changes.
- **Required Info:**
    - **External (website):** Scope, chair/officers, members, Director-level liaison.
    - **Internal (document):** Goals, budget, officer/membership terms, meeting frequency.

Working Groups

Definition: Cross-departmental teams focused on specific job functions/responsibilities; members appointed based on role.
Examples: Alma Committee, Automated Lending Group, Metadata Strategies Group.

- **Establishing:** Any staff may propose; requires Director-level sponsor.
- **Communication:** Teams presence.
- **Reporting:** Annual fall update + off-cycle changes.
- **Required Info:**
    - **External:** Scope, chair/officers, members, Director-level liaison.
    - **Internal:** Goals, budget, officer/membership terms (if any), meeting frequency.

Task Forces

Definition: Cross-departmental teams with defined projects and end dates. Members serve for project duration.
Example: Committee on Committees.

- **Establishing:** Must be created by Executive Team; scope/goals set; members appointed/volunteer.
- **Communication:** Team channel or chat.
- **Reporting:** Update at conclusion of work.
- **Required Info:**
    - **External:** Scope, chair/project lead, members.
    - **Internal:** Sponsor, goals, timeline (must include end date).

Social Groups

Definition: Cross-departmental, interest-based groups (non-work, no budget, open membership)
Examples: Board Game Club, Ukulele Jam.

- **Establishing:** Informal; primary contact submits info to Organizational Excellence.
- **Communication:** None required.
- **Reporting:** Annual fall update; contact changes required.
- **Required Info (Internal only):** Description, primary contact, meeting frequency.