

Staff Council Committee Standards

Guidelines for building effective, efficient, and respectful committee culture.

1. Stay Engaged ± Remaining engaged means active listening, participating in discussions, and focusing our attention to the work of the committee. We want everyone to be present in the work we are doing. Avoid using electronic devices for purposes unrelated to the work of committee at the meeting.
2. Hold Ourselves and Others Accountable ± As a committee, each member will need to take on different responsibilities and tasks. We are committed to holding ourselves and one another accountable for fulfilling the things we take on, but recognize sometimes things change and it might not be possible to do it all. It is okay to ask for help, but we are a team and we rely on each other.
3. Use I Statements ± You believe or think... acknowledge this is your experience or perception.
4. Intent vs. Impact ± We know that we all have the best of intentions, but sometimes what we say or do may impact us each differently in a negative way. Talking with individual(s) whose words or actions impact you after the fact is a great way to resolve concerns, share your perspective, and help others be more mindful of their impact.
5. Be Respectful but Honest ± We want you to share your thoughts, ideas, experiences, but ask that you do so in a respectful and professional manner. Treat others how you would like to be treated.
6. Share the Air ± We know that everyone has something to offer, but be conscious not to monopolize the time we have and make sure others have an opportunity to speak and share.
7. Big Picture vs. My Backyard ± We all have individual experiences that make us aware of certain issues that need to be addressed, but it is important to balance your personal story and desires to find solutions with those of overarching needs of staff. Stay mindful of the big picture and how your experience or those of others you know are connected to the work in which we are engaged.
8. Practice Self Care ± You know best how you are feeling. If something that is shared impacts you, take the time to take care of yourself.
9. Trust the Process ± With initiatives in Higher Education, change can often take longer than we hope. That can be frustrating, but be sensitive and respectful not to disclose or tell those in an uncomfortable or awkward situation.

At any point, a committee can choose to add more standards to meet the needs of their specific group.