

The following document outlines the primary responsibilities taken by the DELTA and non DELTA co-chairs in chairing the WolfWare governance committees. Duties may be transferred or rotated between co-chairs if the co-chairs agree to do so, depending on the preferences of the individuals involved, as long as these key tasks are covered.

DELTA co-chair will take responsibility for:

- discuss potential agenda items with non DELTA co-chair
- finalize/create agenda
- schedule meeting spaces/dates (ask committee for suggestions for locations)
- send agenda out to committee 1-2 business days in advance (meeting reminders)
- prepare materials for the meeting as needed
- facilitate the meetings
- coordinate note taking/project coordination as needed with appropriate DELTA staff
- send notes out to committee after meetings
- update the Moodle site
- attend internal governance meetings to ensure handoffs between and among committees work smoothly
- attend LMS Steering meetings and maintain communication between LMS Steering an assigned subcommittee

Partner/non DELTA co-chairs are responsible for:

- discuss potential agenda items with DELTA co-chair
- prepare materials for the meeting as needed
- support the DELTA co-chair in facilitating the meetings
- periodically contact other committee members outside of scheduled meetings to solicit feedback about committee scope and direction. Are appropriate topics being addressed?
- serve as a liaison to the DELTA co-chair as needed and discuss concerns, whether individual or representative of the group
- attend LMS Steering meetings and maintain communication between LMS Steering an assigned subcommittee
- conduct review of written SOPs and making suggested edits
- advance the campus LMS

Originating Committee Specific Tasks for non DELTA co-chair

- coordinate coworking sessions for Feature Request review

References:

LMS Governance Membership, <https://wolfware.ncsu.edu/sops/SOP.LMSWolfware.007.pdf>