

## Advisory & Accountability Committee

### **Description/Purpose**

The Advisory & Accountability Committee will provide a structure and procedure for rotation of membership and effective communication for FLITE committees, work groups, task forces, etc.

### **Sponsor**

Dean of FLITE, Scott Garrison

### **Leader(s)**

The committee leader is to be elected by the committee and should have served one year on the committee before their term as leader begins.

### **Membership**

This standing committee will consist of six members, drawn from faculty, clerical-technical and administrative personnel of FLITE. If volunteers are not forthcoming, membership will be appointed by the Dean. At least one member from the 2016 Work Teams Task Force will be appointed to the group for a regular term limit in order to provide continuity.

### **Membership Rotation Schedule**

Three of the six members of the initial committee will serve one-year appointments, allowing for membership to be staggered to provide for continuity.

### **Membership Term Limits**

Members are appointed for a 2-year term and will be eligible for reappointment.

### **Goals**

- Maintain a list of current committees, work groups, task forces, etc. at FLITE
- Establish connections with leaders of committees, work groups, task forces, etc. in order to document updated charges, regular reports, and consistent communications
- Work with leaders each summer to issue a call for new members, based on the stated membership rotation of each committee, work group, or task force
- Assign new members to committees, work groups, and task forces, and update rosters as required
- Provide opportunities for regular reports and communication from committees work groups, and task forces through open forums and online platforms
- Ensure that each committee, work group, or task force provides a written and verbal report of annual activities (work groups, committees) or final product (task forces)
- Maintain current information related to charges, memberships, and reports

### **Measures of Success**

The committee will establish consistent communications with and amongst FLITE committees, work groups, and task forces in order to sustain the cross-functional work of the library.

### **Resources**

Info Hub (<http://ferris.libguides.com/aacinfohub>)

### **Timeline**

The committee's work will be ongoing.

### **Connection to Strategic Plan**

Initiative #5

**Assessment Plan/Review Cycle**

The committee's work will sustain the efficacy and efficiency of communication, activities, progress, and strategies of the library's various work groups, committees, and task forces. These groups will not work in isolation, nor will they exist beyond these established guidelines and protocols for open communication, transparency, and accountability.