

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 what we initially agreed to do. That's okay, but please let the Committee Chair, Vice Chair, and Staff Council Office know. It's okay to ask for help, but we are a team and we rely on each other.
3. **Use I Statements** – When you're talking about something you believe or think say "I feel" or "I think" to 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 what they say or do. If you need help with this, contact the Staff Council Office and we'll help facilitate.
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. It's okay to share your story, but remain 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** – Rome wasn't built in a day, so they say, and with initiatives in Higher Education, change can often take longer than we hope. That can be frustrating, but advocacy takes time and we need to trust the process as well as our leaders and assume the positive.
10. **My Story/Your Story** – We recognize that sharing stories about our own experiences and identities may make us vulnerable. We are committed to not sharing information about the personal experiences and identities of colleagues shared in our meetings. This means recognizing what is our own individual story vs. those of others and being sensitive and respectful not to disclose or tell those stories and experiences so as to put our colleague 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.