



Provisional Committee Responsibilities

- A Provisional Committee is generally understood to be temporary in nature. The E-Board establishes a provisional committee to perform a specific issue or project task. Once the task is completed, the committee disbands. The need or question addressed by the committee generally originates with the students.
 - Requests for the creation of a provisional committee must be reviewed and approved by the E-Board. If accepted, the E-Board will appoint a provisional committee with volunteer members will be drawn. A provisional committee falls under the direction and discretion of one of the E-Board members (with the Vice-President being the primary contact and reports directly to the Board).
1. Each Provisional Committee shall have a *Mission* stating what they wish to address or advocate for.
 2. All Committees are overviewed by an E-Board member who'll act as the Committee's chair in the absence of volunteers and/or consensus. The responsibilities of Committee Chair are, including, but not limited to, the following:
 - a. Lead meetings and direct future courses of action.
 - b. Designate talking points.
 - c. Outline the agenda for meetings.

- d. Act as a representative of this Provisional Committee in General Senate SGA Meetings.
 - e. Maintain a direct line of communication with the E-Board member responsible for overseeing the committee.
 3. The Vice-President (or designated E-Board member) is responsible for:
 - a. In collaboration with the Committee's chair, lead meetings, and direct future courses of action.
 - b. Communicate with committee members as to when and where internal meetings will be held.
 - c. Manage and update members contact information as needed.
 - d. Lead an informational session on Provisional Committees and SGA, outlaying its rules and responsibilities.
 4. Any currently enrolled student CCC may join or propose the creation of a Provisional Committee.
 - a. The interested students may petition to join by filling out the Provisional Committees Engage Form with the following information:
 - i. Name, pronouns, year, Columbia ID, phone number
 - ii. Purpose for joining
 - iii. Availability
 - b. The Engage Form can be found at engage.colum.edu/SGA.
 - c. Currently, the following interested student organizations have been identified:
 - i. Environmental Sustainability
 - ii. Menstrual Products on Campus
 - d. All Committee members shall:
 - i. Participate of Committee Meetings and designated tasks
 - ii. Be a member of the Committee's GroupMe
 5. To propose the creation of a Provisional Committee, students shall fill out the Engage Form at engage.colum.edu/SGA, with including, but not limited to, the following:
 - a. Name, pronouns, year, Columbia ID, phone number

- b. Purpose for the creation of the committee
 - c. Potentially interested volunteers (if any)
 - d. Potential availability for a 1 on 1 with an existing E-Board member to further discuss the committee's proposal.
6. All Provisional Committees shall have:
- a. A folder in SGA's OneDrive, created and shared, by E-Board.
 - b. A GroupMe group, created by the E-Board Member who'll facilitate the administration of the chat with the Committee's Chair.
7. Being temporary in nature, Provisional Committees shall disband once their mission is achieved.
- a. *All* Provisional Committees must be voted on and approved by the E-Board at the beginning of the Fall semester -regardless of approval on previous semesters.
8. General questions or concerns on Provisional Committees should be directed to sgavicepresident@colum.edu.