

# Committee Application Form

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From HAW 3-301:

*A committee is an officially recognized, permanent organization essential to the development or operations of the College as a whole. Committees have a defined purpose and function, and will have multiple tasks. Membership may be appointed or voluntary and may change over time, but will include a minimum of three people.*

*The College Council will assume the responsibility for centralized coordination of committees. A committee on committees (COC), under the College Council, will review and approve all proposed committees, to confirm there is no overlap in function or purpose.*

Submit completed application forms to the COC for review/approval by emailing to Joni Onishi (jonishi@hawaii.edu).

## COMMITTEE NAME

Community Events Committee
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## TYPE

- Academic Senate**  
The responsibilities of the Academic Senate will be faculty governance and academic issues, including review and recommendations regarding curriculum and academic policy.
- Administration**  
Administrative committees are those that deal with confidential matters (e.g., personnel), legal requirements, policies (e.g., student conduct), contracts and administrative procedures.
- College Council**  
The Hawai'i CC College Council is a college-wide group, representing all functional areas, which serves as a vehicle for dialogue and consultation on college-wide matters including budget, strategic planning, facilities, community relations and fundraising. The Council is a recommending body to the Administration on issues that affect the entire college and are not governed by other bodies.
- Student Services**  
Student Services committees are those dealing with student affairs and/or activities and are appointed by the Vice Chancellor of Student Affairs. These range from the federally mandated financial aid appeals committee to the campus graduation planning committee.

## MEMBERSHIP & COMPOSITION

Some committees require representation from specific groups, while others are open to anyone interested. Please describe the committee membership and how seats are filled. Important to note is who is eligible to serve among the Kauhale, and if they volunteer (through the annual committee interest survey) or are elected/appointed through their departments/groups.

Cross campus(es) membership, ten members maximum, (one from PR or recruiting). Five members present for quorum.

### **FUNCTION/PURPOSE**

To coordinate activities on the Big Island including reservations, booths,volunteers, donations and/or supplies for community events-- parades, cultural festivals, celebrations, etc. Events Committee is our public face and the "college in the community".

### **MEETING DATES/TIMES**

Provide information to help potential members be aware of time commitment if they serve on this committee.

To be determined by Chair and Vice Chair and may include a planning event at beginning of the academic year and meetings prior to agreed upon community events.

### **APPOINTMENT TERM**

Indicate committee members' term length, and if members will serve are staggered terms.

Two years, staggered, in order to share procedures most effectively.