TCKS
Character Education Committee
Standard Operating Procedures

The TCKS Character Education Committee will meet a minimum of four times per school year.

Duties of the committee chair include:

- Set agendas (with input from all committee members)
- Schedule meetings
- Conduct meetings
- Maintain a member roster
- Issue meeting reminders
- Reserve meeting room
- Attend SAAC meetings to represent the committee
- Kick off and manage projects and other work that the committee or committee partners identify as important. (Partners include SBMC, other committees, faculty, staff and administration.)
- Help with research and the generation of ideas
- Help with implementation of projects as necessary
- Attend SBMC meetings when necessary

Duties of the committee members include:

- Attend all meetings
- Participate in discussions
- Help with research and the generation of ideas
- Help with implementation of projects undertaken by the committee
- Attend SBMC meetings when necessary

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[1] Updated: Spring 2008