

### TLRC Chair Responsibilities

- Plans and organizes committee meetings and initiatives
- Conducts research on what Teaching and Learning Resources Committees are doing at other institutions
- Conducts research to stay up to date with educational trends and best practices so that relevant workshops can be facilitated on our campus
- Serves as point person for collaboration with individual faculty members, departments, and other college-wide committees who are interested in having TLRC sponsor or co-sponsor, roundtables, workshops, and/or events
- Attends faculty senate meetings, expanded executive committee meetings, and other meetings where TLRC representation is requested
- Coordinates all TLRC sponsored or co-sponsored events including catering orders, communicating with potential speakers, facilitating workshops, managing paperwork for compensation for speakers, advertisement of events
- Participates in Academic Affairs' new faculty orientation and organizes a new faculty orientation through TLRC
- Oversees the implementation of committee initiatives
- Develops and maintains a repository of faculty resources related to teaching and learning
- Communicates the needs of the faculty to the Library and CIO
- Maintains a repository of documentation of the committee's activities
- Works with the Faculty Senate chair to fulfil membership vacancies
- Submits a comprehensive annual report of the activities of the TLRC and presents it at a Faculty Senate meeting