The following document outlines the primary responsibilities taken by the DELTA and non-DELTA co-chairs in chairing the WolfWare governance committees. Duties may be transferred or rotated between co-chairs if the co-chairs agree to do so, depending on the preferences of the individuals involved, as long as these key tasks are covered.

**DELTA co-chair will take responsibility for:**
- discuss potential agenda items with non-DELTA co-chair
- finalize/create agenda
- schedule meeting spaces/dates (ask committee for suggestions for locations)
- send agenda out to committee in advance (meeting reminders)
- prepare materials for the meeting as needed
- facilitate the meetings
- coordinate note taking/project coordination as needed with appropriate DELTA staff
- send notes out to committee after meetings
- update the Moodle site
- attend internal governance meetings to ensure handoffs between and among committees work smoothly
- attend LMS steering meetings and maintain communication between LMS Steering and assigned sub-committee

**Partner/non-DELTA co-chairs are responsible for:**
- discuss potential agenda items with DELTA co-chair
- prepare materials for the meeting as needed
- support the DELTA co-chair in facilitating the meetings
- periodically contact other committee members outside of scheduled meetings to solicit feedback about committee scope and direction. Are appropriate topics being addressed?
- serve as a liaison to the DELTA co-chair as needed and discuss concerns, whether individual or representative of the group
- attend LMS steering meetings and maintain communication between LMS Steering and assigned sub-committee
- conduct review of written SOPs and making suggested edits
- advance the campus LMS

**BP&S Specific Tasks for non-DELTA co-chair**
- Coordinate co-working days
- Aggregate Feature requests and create Google Document for review
References: