

Memo to: All UH-Downtown/PS Holders  
From: Manuel T. Pacheco, President  
Subject: Roster of Councils and Committees -Preparation of

UH-Downtown/PS 01.A.07  
Issue No. 4  
Effective date: 09/10/87  
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### **1. PURPOSE**

This PS states the process by which the roster of councils and committees is prepared.

### **2. POLICY/PROCEDURES**

#### **2.1 Councils and Committees Included**

Councils and committees to be included in the roster are special and standing committees described in PS 01.A.03, Shared Governance Policy, councils or other bodies chaired by the president or officers reporting directly to him, system committees, and special ad hoc groups or task forces appointed by the president.

#### **2.2 Responsibility for Submission**

Except for groups appointed by the chancellor or president, the chairman of each body submits a membership roster to the president's office.

#### **2.3 Responsibility for Preparation**

The executive assistant to the president is responsible for the preparation of the official roster.

### **3. REVIEW AND RESPONSIBILITIES**

Responsible Party (Reviewer): Executive Assistant to the President

Review: As needed

Reprint of original policy statement. Signed original on file in the President's Office.