

During the call, the committee chair and NCAA staff liaison should discuss the following with the new committee members:

- Committee chair and his/her position and background.
- Key NCAA staff.
- The roles and responsibilities of the committee.
- Committee operations manual location and content.
- The size of committee.
- Meeting schedule.
- Committee Zone access.
- Format of teleconferences.
  - Length.
  - Agenda.
  - Preparation.
  - If you cannot make a call.
- Format of in-person meetings.
  - Length.
  - Travel Considerations.
  - Agenda.
  - Preparation.
  - Meeting room set-up.
  - Attire.
  - Technology.
  - If you cannot make the meeting.
- Electronic Voting between teleconferences and in person meetings.
- Hot topics discussed during the last year.