

# Finance User Group Ground Rules

**Participation** –Members or designee should attend and actively participate in all meetings. Non members are also welcome to attend.

**Membership Duration** – Rotating three year calendar term for campus representatives. Representatives from St. Cloud State University and Minnesota State University, Mankato have a permanent membership due to issues unique to large campuses.

**Meeting Schedule** – Meetings will be held four times during the calendar year. Meeting dates will be established for the next year at the last calendar year meeting. Additional meetings will be scheduled as needed.

**Confidentiality** – Information discussed in the meetings can be shared with others unless a member asks that it be kept confidential.

**Tasks** – Assignments will be distributed equally among the members.

**Agenda** – Solicitation for agenda items will be sent to members, Business Managers and CFOs three to four weeks prior to meeting. Meeting agendas should be distributed at least one week prior to the meeting.

**Meeting Management** – Agenda items should be timed and kept on schedule.

**Dialogue** – Discussion should focus on agenda topics at least 90-95% of the time.

**Behavior** – All members will respect and comply with ground rules.

**Evaluation** –Performance should be evaluated at the end of each meeting.

**Minutes** –Meeting minutes should be posted on the Finance web site within two weeks.