**NEW COMMITTEE MEMBER EMAIL – GOES TO CHAIR OF THE COMMITTEE AS WELL**

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

At the April Academic Senate Meeting, you were elected to the Committee on\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ after being nominated by the Committee on Committees. Your term is effective immediately and will run through the spring \_\_\_\_ semester.  The current chair of the committee is\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. The Committee on Committees encourages you to fulfill the entire term. In the event you cannot, please notify the chairperson of your committee and the chairperson of the Committee on Committees.

Thank you for agreeing to serve on this important committee of the college.

Sincerely,
Committee on Committees