

Effective Committee Member Checklist

Do you...

know the purpose of the committee?
know the goals of the committee?
know the committee composition?
know the committee's procedures and
ground rules?
know the decision making process of
the committee?
know when the committee meets & have
the calendar of meetings for the term or
academic year?
honor confidentiality within the
committee and of your constituents, as
appropriate?

Are you organized? Do you have all of the following?

Have a binder or folder – dedicated to the work of this committee?
Meeting agendas, notices and other materials sent to you with dates and in chronological order?
Your notes from previous meetings
Copies of notes that you've sent to your constituency after every committee meeting
Reference materials

Closing the Loop

Do you have all the e-mails and phone numbers of everyone in your constituency?

Have you created a voice mail list of everyone in the group you represent? Have you created an e-mail list of everyone in your constituency? Have you blocked off time after every committee meeting that is dedicated to getting the committee notes BACK out to your group?

Do you have a method to connect with your constituency so you can poll members if needed? (via phone or email?) As a committee member you have committed to...

Attend every meeting Arrive on time or early Stay until the end of the meeting Listen with respect to all speakers Question positions, not people Represent your constituency Make clear if you are speaking for yourself or for a minority Ask Ouestions, & be concise & ontopic in your comments Not be silent if you disagree – voice your concerns Pay attention to group dynamics & how they work on a committee as well as what you add both personally and professionally to the group dynamic.

Role of a committee chair...

Mentor new people
Create and distribute a binder or folder
with all pertinent material
Set the agenda and keep track of where
items are in the process re:
information, discussion or action items
Create a safe environment so all feel
comfortable in voicing their concerns
Know the basic tenets of running an
effective meeting (timelines, agendas,
facilitation)