

TIPS FOR HELPING COMMITTEES WORK EFFECTIVELY

- Make sure the committee has a **real purpose** for existence and everyone knows what the purpose is.
- Have the **right people** on the committee. This doesn't mean only people that agree with each other. It means interested, dedicated, and motivated committee members.
- Remove committee members who don't participate or who are not a good fit. Committees are small and as a result need **everyone contributing** their share of the work.
- Ensure that **meetings have a purpose**. Don't fall into the social trap of meeting for the sake of meeting.
- Craft and circulate a **meeting agenda ahead of time** for feedback.
- Arrive at the meeting having **read any relevant materials** ahead of time.
- Keep meetings **informative, constructive, and worthwhile**. The meeting was successful if members go home feeling it was a valuable use of their time.
- Double check for **agreement** on important issues.
- Be **specific about the tasks** that need to be done and realistic about the time they require.
- Conclude each meeting with a **summary** of what is to be done by whom.
- Keep the lines of **communication open** between the committee and the board throughout the life of the committee.
- Use **staff as a resource**. Ask them for specific assistance or resources. While staff members are busy, they are willing to assist in planning and implementing programs. Tell them how they can help.
- Take the time to **recognize a job well done**. Let committee members know they are appreciated and important to the success of the programs.
- **Share the credit** for committee success among all the committee members.