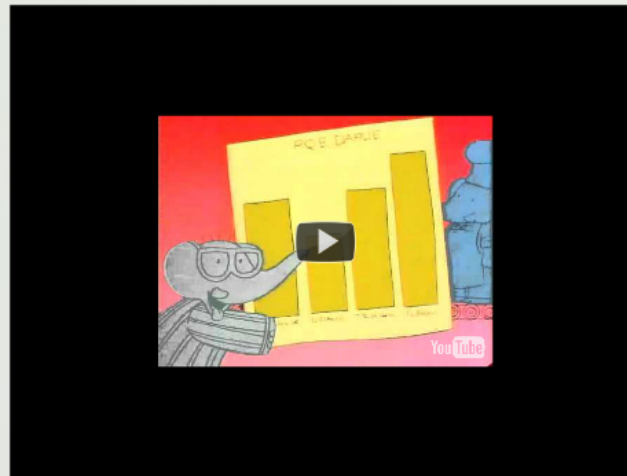






*You must start with a purpose!*

Babar wants to make a change!



Do you have a purpose? What is in the plan?

Committees are established based on the Strategic Plan

Committees are introduced and sunset according to the work that needs to be done

*You've Got Your Purpose - How Do You Get Your Volunteers?*

Call for Committee Volunteers - A thoughtful process

## *Making Decisions*

Can someone call in a vote?

Policy - Members not present at a committee meeting cannot vote on an issue before the group

What must be approved by the BOD:

- Budget appropriations outside of the approved budget
  - Policy changes
- Items not authorized through the Strategic Plan

Who can sign a contract?

What is your Association's policy?

## *Correspondence Do's....*

Who sends out meeting notices? Who takes minutes?

Clear policy - Any outgoing correspondence from a committee meeting will originate from or be coordinated with the Association Staff, including meeting notices.

Be careful that committee correspondence is strictly business and is sent by your staff liaison. Remember - emails change, so staff is better equipped to make these communications.

## *And Correspondence Don'ts....*

No meetings outside the meetings

"Rump" or "Parking Lot" Meetings

Be careful that committee correspondence is strictly business and is handled by your staff liaison. Remember - emails change, so staff is better equipped to make these communications.

## *And Correspondence Don'ts....*

### No meetings outside the meetings

"Rump" or "Parking Lot" Meetings

Legal Ramifications:

- Sanctioned activity
  - Anti-trust
  - Defamation

# *Nuts & Bolts*

## **Schedule of Meetings**

It is the responsibility of the head of the committee to determine, with staff, how many meetings are likely to be needed and coordinate meeting dates well in advance.

No rules about meeting every month!

## **Agendas**

Advance agendas will boost attendance - have a starting and adjournment time and stick to them.

Agendas also communicate to the leadership and staff what will be discussed at the committee meeting.



Reward those who arrive on time by starting on time! Adjourn on time unless the group agrees otherwise..

## Action List

Keep an action list and make sure you attach the names of those who have volunteered to perform certain tasks. This helps keep people advised of what they agreed to do, even before the minutes are produced.

Think strategically and big picture.

## Minutes

Staff will need your approval to send the minutes on to the BOD meeting. Please respond in a timely fashion, even if there are no changes needed.

Make sure that actions needing BOD approval are not carried out until such approval is given.

## Budget Requests

Any monies requested by the committee that are not included in the annual budget MUST be approved by the Board of Directors. The request should be clearly stated in the action items to go to the BOD along with purpose and rationale.

## Financial Responsibility

Treat the Association's funds even more carefully than you do your own, and make certain that all members of the committee do likewise.

Committees don't have an account. There is no carryover.

## Be a Gate Keeper

You will always get more cooperation and help if you provide staff with lead time to undertake support tasks, research, and logistical assistance for the committee.

Remember, that your committee is not the only one in the Association, and that there are other demands on the staff, some may be higher priority, as determined by the CEO.

Be observant and identify conflicts of interest.

## *Building Better Committees*

The Chairman's ability to achieve committee success is directly related to the way in which he or she conducts the meetings.

- Start on time.
- Make sure everyone is introduced and acquainted.
- Review all the facts. Lay the groundwork before getting into specific suggestions on each agenda item.
- Encourage participation. Direct challenging questions to initiate discussion, as needed.
- Remember that committee members are well informed in some areas, but not in others. Some thinking may be based on opinions rather than facts.
- Keep the meeting moving.
- Keep members on the subject.
- Summarize major points during the course of the meeting to facilitate orderly progress.
- Talk to the group as a whole, avoid a prolonged speech to an individual

- When someone is talking, listen carefully and indicate your reactions, either positive or negative.
- If lack of interest or stalemate develops, try a brief recess.
- Solicit opinions and experiences, especially when disagreements occur.
- Draw out silent members by directing easy questions to them.
- If one or more members dominate, direct thought-provoking questions to them, ask for their cooperation, and give them an assignment.
- Adjourn on time.
- Send minutes out promptly with request for their review, approval/correction, and new agenda items for next meeting.

*Attendance is Crucial...*  
*How to nicely say, "You're Off!"*

DATE \_\_\_\_\_

Name & Address \_\_\_\_\_

Dear \_\_\_\_\_:

The \_\_\_\_\_ Committee has had four meetings so far this year and we are very proud and excited about the progress being made. We have not had the pleasure of your company at any of these meetings and presume that you are unable to set the time aside that you originally had planned when you agreed to serve. Therefore we will remove you from the committee roster and hope that you will consider volunteering again when your schedule will allow.

Thank you for your interest and please do not hesitate to call me at \_\_\_\_\_ if you have any questions.

Sincerely,

\_\_\_\_\_, Committee Chair



*Questions?  
Observations?*

# *Welcome*

Panel Members!

Patrick Lewis

Gary Nelson

