

TIPS FOR THE COMMITTEE CHAIRPERSON

1. Talk with the advisor or an executive officer before the first meeting of the committee. Discuss expectations, goals, and accountability.
2. Always have an agenda for the meeting.
3. Arrange for a meeting room, have all the necessary supplies/materials on hand. Seat members so that all can see and hear one another easily.
4. Be prompt, and encourage members to be the same. Help each member feel ownership for the group.
5. Start the meeting by stating clearly the problem or task at hand. Break the issue into parts small enough to be handled.
6. Be sure that all members of the group contribute to the discussion.
7. Keep the conversation focused on the topic and directed towards eventual solution. Summarize the discussion frequently.
8. Delegate responsibilities to the members of the committee, clearly stating the scope, nature, and time limits of the task. Sub-committees may be used for fact gathering, for preliminary thinking, for drafting reports, for questionnaires, or for work teams. These groups need careful choosing and supervision. They should always report back to the larger unit.
9. Keep records of your committee's progress to be used as a basis for reports and as an aid in evaluation.

CRITERIA FOR EVALUATING COMMITTEE MEMBERS:

1. Did member attend meetings regularly and promptly ?
2. Did member participate in the discussion and decision-making process ?
3. Was member able to think and express self freely in the group ?
4. Was member able to understand the point of view of others and accept differences ?
5. Did member show an understanding of the issues or problems ?
6. Did the member do the interim work assigned ?
7. Did the member keep the discussion impersonal by sticking to the issues ?

BASIC SATISFACTION MEMBERS DESIRE FROM A GROUP:

1. To feel the importance and purpose of the work and to see its relationship to the ultimate purpose of the organization.
2. To feel a sense of fellowship, of belonging to a group of like-minded people committed to a responsible task.
3. To feel a sense of personal development and achievement in a position that is exciting and expanding.
4. To receive appropriate recognition and commendation for work well done.
5. To see the results of the group's ideas in all phases of the parent organization.