

# Effective Committee Member Checklist

## **Do you . . .**

- ☐ Know the purpose/charge & responsibilities of the committee?
- ☐ Know the goals of the committee?
- ☐ Know the committee composition?
- ☐ Know the committees 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 file (electronic or otherwise) – 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

## **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 and report back to your constituency
- ☐ Make clear if you are speaking for yourself or for a minority
- ☐ Ask Questions, be concise, and on-topic in your comments
- ☐ Not to 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 & professionally to the group dynamic

## **Role of a committee chair . . .**

- ☐ Mentor new committee members
- ☐ Create and distribute all pertinent committee material to committee members
- ☐ 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)
- ☐ Facilitate regular assessment of your committee's effectiveness
- ☐ Ensure agendas are distributed on time and that minutes are taken (and then distributed) for every meeting
- ☐ Track members and terms served to ensure appropriate follow-through on new member appointments?

## **Closing the Loop**

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