

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?)