

## Committee Chairman Checklist

### Pre-Schedule Committee Meeting

- Determine preferred meeting times
- Announce, e-mail or publish dates in club newsletter of committee meeting (Remember to always invite the president)
- Written notice to committee at least 1-2 weeks in advance
  - Where, when, length of meeting and topics for discussion
- Phone committee members 2-3 days before meeting
  - A phone call assures good attendance
  - Remind members who are giving reports

### Organize Committee Meeting

- Arrive early
  - Check room facilities
  - Greet members as they arrive
  - Keep attendance record and report to Attendance Committee
- Always start and end on time
  - Even if some members arrive late, honor those who arrived on time.
  - Ending on time will help the attendance at your next meeting.
- Appoint a meeting secretary
  - Assures accurate follow-up
  - Resource for your written reports and newsletter articles
  - Keep copy in committee Binder for next year's committee

### Committee Meeting Process

- Always use a written agenda
  - Even if it is a short, simple meeting
  - invite members to add to the agenda at the beginning
- Review committee Mission Statement
  - Good tool for keeping members focused throughout meeting
- Preside and lead discussion
  - Encourage each member to contribute and participate in discussions
  - Acknowledge member's effort and participation
- Assigns jobs to committee members
  - “Our” committee, not “my” committee
  - Be willing to delegate even small tasks
  - Agree on assignment completion dates
- Set next meeting date

### Committee Chair Responsibilities

- Know what your committee's job is and when it needs to be done
- Track budget and authorize expenditures. There are no personal expenditures for committee functions. All monies go through club treasurer.
- Submit newsletter articles to Newsletter Committee when the club needs to know what your committee is doing

- When applicable, publicity for your committee's work should go to the Publicity Committee. Include pertinent facts, picture, and phone contact
- Prepare and deliver to the President - Elect your mid-year committee report due 12/31 and end of year report due 6/30
- Keep notebook up to date and return to President –Elect at end of term
- When cleaning out committee notebook, give contents to History Committee
- Train potential successor and keep them involved in projects
- At close of year, thank committee members for serving together as a team
- Coordinate work with that of other club committees
- Committee recommendations (in writing) go to the board prior to business meeting
- Have a willingness to learn
- Be familiar with subject matter

### Committee Notebooks

The committee notebook is the “institutional memory” of your committee's work and is very important for the continuation of that work and in allowing new leadership to move into new jobs successfully. Contents of Notebook:

- Committee description, responsibilities and timeline
- List of committee members and contact information
- SIPA By-Laws
- SIPA Club Procedures
- Club Calendar
- Attendance Form

### Committee Member Responsibilities

- Attend committee meetings
- Participate in committee decisions with preparedness and objectivity
- Accept willingly and carry through on work assignments
- Support committee decisions

What is a committee?

A group of members to whom a Club, through the President, **COMMITTS** a definite task to be performed for the good of the total club.

Who is a committee?

Three or more members, each of whom **COMMITTS** herself to do a job which calls for the blending of her talents with those of others.

No matter what it is called, there is no committee unless...

More than one person is involved. Meetings are held and the work is shared.

*“An effective committee is a symphony, not a solo!”*

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