



Engaging Committees

Supporting Factors for Committee Effectiveness

1. A clear purpose/goal.
2. Agreement on how decisions will be made (voting, consensus, etc.) and a shared understanding of which decisions the committee is empowered to make.
3. Clear division of labor and full participation: All members contribute their skills to the work of the team, including taking part in discussion and following through on tasks.
4. Adequate resources (e.g., expertise, staff support, materials, etc.).
5. Well-tended relationships: Committee members are open, honest and respectful with each other (internal relationships) and aware of the team's role within the larger environment (external relationships).

Checklist for Committee Tasks

- Convening
- Creating the agenda
- Compiling & distributing background materials in advance of meetings
- Facilitation
- Arranging for refreshments
- Note taking and time keeping
- Distributing post-meeting notes or task list (who will do what by when)
- Scheduling additional meetings: people, facility, supplies