

Keeping Committees Engaged

Engaged and Effective Committees Require...

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. Meeting norms that support the whole person (e.g., making time for personal check ins and embodied activities) as well as focusing on tasks.
4. Clear division of labor and full participation: All members contribute their skills to the work of the team, including taking part in discussions and following through on tasks.
5. Adequate resources (e.g., expertise, staff support, supplies, etc.).
6. 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 Assigning Committee Tasks

- Schedule and convene the meeting
- Arrange for a meeting room and technology (if applicable)
- Create the agenda
- Compile and distribute background materials
- Arrange other logistics if applicable, e.g., refreshments, child care, interpretation
- Set up the room to enable interaction (e.g., good lines of sight, comfortable seating, wall space for posting visuals, etc.)
- Facilitate the meeting
- Take notes during the meeting
- Distribute post-meeting notes or task list (who will do what by when)
- Time keeping