Tips for Chairing Committees Effectively

❒ Always lead by example

❒ Carefully plan your agenda; think of an agenda as a roadmap that will ensure your meeting serves its purpose

❒ Know where you are going; review the meeting objectives and desired outcomes in your opening remarks

❒ Make sure everyone participates in the discussion

❒ Anyone who voices a problem must also offer a potential solution…committee meetings should not be a bitching session or a forum for complaining about everything and everyone

❒ Ensure that committee members take ownership in desired outcomes by inviting them to do something to support the goals of the committee

❒ Delegate but have realistic expectations of the amount of work that should be asked from each members given their respective responsibilities

❒ Provide an agenda at least 4 days prior to the meeting date

❒ Indicate business items to be discussed versus decided upon

❒ Circulate minutes no later than 10 days following the meeting

❒ Chairs can also send a quick "to do list" summary the day after the meeting by email

❒ Evaluate your committee from time to time by asking members about their experience on the committee

❒ Say thank you often and celebrate successes

❒ Have fun, don't take yourself too seriously