

TIPS FOR A GOOD COMMITTEE MEETING

1. Prepare! Prepare! Prepare!
2. Communicate (Chairperson) with staff and other committee members, as appropriate, to develop an agenda for each meeting with specific timelines for each item.
3. Keep the meeting under 90 minutes.
4. Detail the agenda what action is required: the acceptance of previous minutes; a review of material or data; an analysis/refinement of material or data; and/or, a recommendation for action by the full Board.
5. Anticipate information needs BEFORE the meeting and gather the same from staff or other sources as may be appropriate.
6. Send the agenda and information relevant to the agenda to the Committee members one week before the meeting.
7. Ensure that the meeting environment is comfortable – one that supports full engagement.
8. Start the meeting ON TIME, even if all members are not present (“rewarding” tardiness by delaying the start of the meeting breeds continual tardiness).
9. Start the meeting by acknowledging everyone’s presence and by reviewing the agenda.
10. Move the meeting through the agenda according to the timeline, while ensuring full participation and the open exchange of divergent viewpoints.
11. Review the results, at the end of discussion of each agenda item -- actions to be taken (by whom and by when) and/or approved recommendations.
12. Ensure that complete meeting minutes are taken.
13. Distribute minutes of each meeting to: Committee members; the Board Chair; relevant staff; and others as determined by the Board or Committee, within one week of the meeting.