

New Committee and Board Chair Online Orientation

Week 5: The Effective Committee Chair



Below are tips that will facilitate your success in leading, communicating, and facilitating the work of your committee.

Leadership

Model the behavior expected of members.

Stimulate discussion and let committee members hash out ideas.

Prevent one-sided discussions.

Create a positive environment. Make serving fun, thanking people, and sending farewell letters to departing members.

Make serving on your committee a learning experience, not only on how an effective chair performs, but also on how the Association operates.

Communication

Communicate with the outgoing chair and the Board Liaison to obtain background information on the prior work of the committee.

Initiate communication with committee members by sending an introduction of yourself, the committee's charge, a committee roster, and a summary of ongoing work (if there is any) to all members.

Be in contact with committee members on an ongoing basis in between conference calls and/or meeting(s).

Share with the Board Liaison the names of committee members who exhibit excellent leadership and collaboration skills so that they might be considered for future leadership positions in the Association.

Address dysfunctional behavior and identify members who are not fulfilling their obligations and ask the Board Liaison to have them removed if necessary.

Inform the Board Liaison of any committee resignations and ask for reappointments if necessary.

Seek collaboration with other committees who might be impacted by your committee's activity.

Pass on your files to your successor as soon as that person succeeds you.

Facilitation

Plan the work of the committee in accordance with the [Strategic Pathway to Excellence](#) and more directly along your committee's specific charge.

Don't waste people's time. Have an agenda at committee meetings and ask for agenda items ahead of time.

Encourage the expression and constructive discussion of diverse viewpoints.

Delegate work with a timeline for completion. Don't do everything yourself, but accept that as the committee chair, you will do the yeoman's share of the work.

Work with your National Office Ex Officio to ensure that the work of the committee is being carried out and that you are equipped with the tools you need to do the work of your committee.

Understand the role of the Ex Officio.