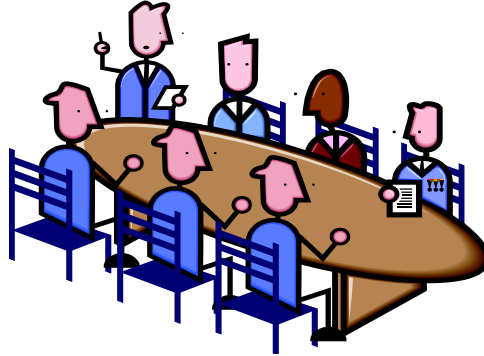


New New Committee and Board Chair Online Orientation

Week 6: Tips for a Great Committee Meeting ¹



Good chairs lead productive and fun meetings! As a committee chair, the following techniques can help you bring out the best in your group.

1. Set the expectation that all committee members are to attend the entire meeting
2. Prepare a meeting agenda that supports the committee's charge
3. Start the meeting on time—even if that means starting without some committee members
4. Ask committee members to establish and adhere to group norms for the meeting, including but not limited to:
 - Starting and ending the meeting on time
 - Participating actively
 - Having fun
 - Keeping comments within the scope of the committee
 - Being respectful of others' ideas and approaches
 - Stating something positive before you criticize
 - Being mindful of your time "in the spotlight"
5. Invite ideas from all committee members before expressing your own ideas
6. Call on the more junior members early to bring fresh ideas to the table
7. Deal with disruptive or distracting behavior (e.g., sidebar conversations)
8. Summarize what has been said periodically (every 3-4 speakers) and what decisions need to be made
9. Monitor participation to ensure that all committee members have an opportunity to contribute
10. Incorporate breaks and social activities to pace the committee's work and to promote teambuilding
11. Seek consensus, not unanimous decisions

¹ Schlegel, J.F. (January, 2006). Let's Meet. *Associations Now*. Retrieved July 24, 2008 from the American Society of Association Executives website

<http://www.asacenter.org/publicationsResources/whitepaperdetail.cfm?ItemNumber=30454>