

## YOUR ROLE ON A COMMITTEE

### Objective:

- To identify the importance of everyone's contribution to group goals
- To spell out what is expected of committee members

### Preparation:

Approximately two weeks before the presentation of the program, the Education Director should have a meeting of the Education Committee to delegate program preparation. Contact the chairmen you want to speak prior to the presentation, so that they can prepare their remarks. Duplicate the handout for the members.

### Program:

This program utilizes a technique known as THE FISH BOWL, a number of people respond in turn to questions, while the general audience listens to their discussion.

Three to five selected chairmen are seated at the front of the room. These should be experienced chairmen who have worked with their committees for some time. (This is also a good opportunity for Committee Chairmen to recognize the work of members of their committee.) The Education Director asks them to respond to the following questions:

- *What type of responsibilities did your committee members take on?*
- *How important were deadlines in your committee's work?*
- *What happened if "someone" didn't come or follow through with their responsibilities?*
- *How often did your committee meet and how did you communicate with your committee members?*
- *How effective was the "brain power" of the total group compared with having to do it all alone to reach the chapter's goal?*

You may add additional questions you consider appropriate.

The Chapter President names the chapter's committees and indicates that appointments will be made following elections. Every member is asked to prepare a sheet listing the committees she prefers to work on. The President indicates that these will be available for the newly-elected officers for consideration in making committee assignments.

Distribute the Handout and review information listed there.

### Program Follow-Up:

Have members evaluate program. Tabulate evaluations, record on Form K-87W and send to National Headquarters monthly.

# **Your Role on a Committee Handout**

## **Your Role as a Committee Member**

You have just been asked to serve on a committee! Good for you! And good for your organization, too! As committee members pool their Ideas, they are sure to come up with better decisions - and better programs - for their organization.

A committee member benefits personally. As you work on a committee, you will feel a sense of participation and realize how important your ideas are to the organization. A certain sense of satisfaction also comes from committee work. You are sure to feel that you do your part as you help the committee reach its goals.

## **Accepting Responsibilities**

Committee work requires responsibility. You must accept responsibility to give and get the most from your effort. If you cannot accept the responsibilities, decline committee membership or resign from your job. A do-nothing committee member robs the committee of the input it needs.

Committee members are responsible for:

- Thinking through the committee's goals to make sure committee tasks will accomplish these goals
- Completing all assigned tasks before and after the committee meeting
- Adding items to the agenda when necessary
- Attending all committee meetings. (If you cannot attend, notify the chairman before the meeting. After the meeting, check with the chairman to find out what you missed and need to do for the committee.)
- Taking part in discussions, carefully staying on the subject
- Helping the committee reach a group decision and then supporting that decision.
- Assisting the chairman in preparing a final report if there is to be one.
- If the committee does not have a recorder, one of the committee members should be assigned to act as a committee recorder. This responsibility should be assigned and accepted on an individual basis.

## **Communicating Ideas**

Committees depend on communication as they seek to form new ideas and reach decisions. That means that committee members must communicate. Of course, it may take several meetings before committee efforts begin to show goal accomplishment.

As you carry on committee discussions, try to express yourself easily and clearly. Take time to listen objectively and enjoy the give and take of exchanging ideas with others.

*Handout continued*

These tips may help you make committee discussions more effective:

- Avoid personal identification with an idea when possible. Say "The club members I have talked to say..." or "I've heard others comment that..." - if you really are reporting others' ideas. However, avoid these phrases if you are conveying only your own opinions.
- Be as specific as possible. For example, say, "Two people told me that..." or "They voted 19 to 1 to..."
- Remember that good communication includes complimenting good ideas as well as criticizing poor ideas. Sincere compliments help develop a supportive attitude in the committee.
- Try to be flexible and open-minded when considering ideas.
- Disagree with an idea, not the person who presents the idea.
- Ask questions if you do not understand something.

### **Keeping Track**

If the committee is a *busy* one - and most committees are - you may be asked to carry out some individual tasks. There may be people to call, dates to check, reports to make, If the committee is small, you may have several assignments.

It may be hard to keep track of what needs to be done and what has already been done unless you keep records. To help you keep track of the things you need to do, you might keep a record of committee assignments.

| <u>Things<br/>To Do</u> | <u>Person<br/>Responsible</u> | <u>Date<br/>Started</u> | <u>Due<br/>Date</u> | <u>Date<br/>Completed</u> |
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