



## BE AN ORGANIZED, EFFECTIVE COMMITTEE MEMBER

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Congratulations! You've been appointed to a committee. As a committee member you have several responsibilities including acting in good faith for the greater good, and attending and participating in every (yes, every) committee meeting. Here's how:

### UNDERSTAND YOUR COMMITMENT & YOUR ROLE

You have voluntarily committed to participate in your organization by serving on a committee. As a committee member your role is to be a steward of your organization on the committee level. That role includes active engagement. Your organization is counting on you to attend all committee meetings and functions, and make yourself available as requested by the committee chair, board chair or staff liaison. You are also expected to have reviewed (in advance) the information distributed. During discussions, your job is to have an open mind and share your thoughts. It is expected that you will make decisions and recommendations based on the good of the whole. In other words, leave your personal agenda at the door.

### SUPPLIES (this may seem trite but it's a proven winner)

1. One 3-ring binder at least 2" thick.
2. Many committees meet monthly (either in person, by teleconference or by videoconference), so use one set of 1 - 12 or January - December monthly colored divider pages (the multi colored ones are easiest to read).
3. A letter-size writing tablet for the back pocket of the binder. If your binders don't have pockets, 3-hole punch 10 - 15 sheets of writing or copy paper and place the paper behind the very last tabbed divider. Add a pen or pencil and you're good to go.



### ORGANIZATION

1. Place a copy of the committee's annual business plan and budget in front of the first divider - you will refer to these documents frequently.  
Place a copy of the committee roster behind the annual business plan and budget.
2. After the first divider, insert the monthly committee meeting agenda followed by any attachments or other materials.
3. At the conclusion of the meeting, place your own meeting notes in front of that month's agenda.
4. Following the committee meeting, the meeting recorder or committee chair will distribute the meeting recap. Place it in front of your own notes for that meeting.
5. Remember to update your binder prior to committee meetings and don't forget to take it with you.