



Committee Best Practices

General:

- Chair should utilize the action plan created at the beginning of their term to generate a full yearlong schedule/calendar and share with committee.
- Chair needs to understand the content of the committee and have experience relevant to the work of the committee.
- Provide clear member expectations and gain commitment.
- Make appropriate arrangements for staff assistance to help in scheduling meetings, reserving space, and other logistical support.
- Committee Chairs, Chair-Elects, and Apprentices should attend all committee meetings if possible.
- Please respond promptly to NEAFCS Headquarters Staff communications and respect the deadlines they set.
- Your board liaison (Vice President) is the person who can help get items onto the board agenda. Make sure you communicate with them regularly.
- Committee leadership should share their thoughts with their board liaison in regards to identifying future committee leaders.
- Committee leadership to create documents to pass down to future committees: calendar, agendas, minutes, best practices, templates, etc.
- Consider a Committee Orientation for the first official committee meeting.
- Subcommittees - to accomplish more work on a timely basis, consider appointing subcommittees from among your members. A subcommittee or task force is smaller, more agile and can get the work done faster in many instances.

Pre-Meeting:

- Calls should be scheduled for the appropriate time but suggested to be no more than an hour to an hour and a half
- Chair should request agenda items from committee members and leadership team, including board liaison
- Chair should circulate the agenda with the full committee at least 5 days prior to the scheduled call. It is best to indicate items for discussion and those that may require a decision or action.
- Consider assigning homework in advance of the meeting so members come prepared to discuss certain topics. This can avoid a lot of unnecessary time reviewing items during the meeting.

During Meeting:

- Calls should start and end on time
- Utilize icebreakers for first calls only. Although not recommended, if you intend to have an icebreaker or activity at the start of each call, limit to 5 minutes.
- Consider recording your Zoom committee meetings and making the recording available to all committee members to view.
- Make sure discussions align with the committee's focus and strategic plan. Try to prevent wandering conversations.
- Ensure that someone is taking notes and will share them with the Chair after the meeting.
- Delegate work to committee members to ensure that the chair and leadership are not taking on too much. Make sure to set clear deadlines. Chair should follow-up with committee member to ensure the work is getting done.
- Rules of order are encouraged. They don't have to be formal but the position of chairman should be respected, motions should be made and seconded before debate, and members should be recognized before speaking. Chaos develops if everyone speaks at once.

Post-Meeting:

- Send meeting notes within a week of each meeting with an articulation of action items and deliverables by member.
- Make sure to communicate with your board liaisons so they can share your progress with the board at the next board meeting.

