

Being A Productive Committee Member

- Be prepared.
- Read and review agenda and all reports in advance. Do your homework.
- Don't be late. In fact, arrive early so the meeting can begin on time.
- Make everyone feel comfortable.
- Follow simple rules of etiquette.
- Explain and understand procedure – who can speak and who can vote.
- Make your thoughts heard.
- Keep discussion “on topic.” Build on previous conversation.
- Remember to be brief but to the point. Stand up. Speak up. Sit up.
- Give serious thought and input to any item needing action.
- Stand ready to implement action.
- Be available to staff and chair if they need assistance.
- Work toward agreed upon goals and objectives.
- Explore all sides of an issue.
- Don't be a divisive member. Be a part of the team. This includes supporting actions adopted by the majority.
- Give others a chance to talk.