

Tips for Committee, Team, & Board Members

- The purpose of a team meeting is to achieve a consensus on issues before the group.
- Speak only when your comments or questions are germane to the topic at hand and useful in achieving clarity. Be constructive and polite.
- When a decision has been made through fair and thorough consideration of the possibilities and complexities, support the group decision as *just and reasonable* although perhaps not your first choice.
- Be a team player: support your team's decisions
- Read pre-meeting materials and complete your assigned tasks so as to arrive at each meeting prepared.

Committee Operations

- Call for Agenda items two weeks in advance
- Send the Agenda one week before the meeting
- Never send an “updated” Agenda but always include an Agenda item *“Other Matters Arising after Publication of the Agenda”*.
- Attach the previous Minutes for approval.
- Identify each Agenda item as *“for discussion”*, *“for Information”*, or *“for decision”*.
- The completed minutes are to be sent to the committee members within 24 hours after the meeting. These may be updated as necessary since they are to be officially approved at the next meeting.