



# Committee Meeting Tips

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Thank you for agreeing to chair a committee. Your contributions and participation on the Committee you chair is of great value to the 4-H Program. We welcome new ideas and understand your perspective and connections will help drive the committee.

Tips for developing a successful committee:

- Determine the committee's purpose, objective, and responsibilities. What does the committee need to accomplish?
  - Write SMART goals that guide what the committee will achieve.
    - **S**pecific (simple, sensible, significant).
    - **M**easurable (meaningful, motivating).
    - **A**chievable (agreed, attainable).
    - **R**elevant (reasonable, realistic, and resourced, results-based).
    - **T**ime bound (time-based, time limited, time/cost limited, timely, time-sensitive).
- When possible, review end of year reports or documents that may be available from a prior committee with a similar purpose. Consider inviting a previous chair to your first meeting to answer or address any questions your committee may have about the work of the prior committee.
- Work with the committee to develop a written plan of work for achieving the goals.
  - Break each goal into action tasks that facilitate completion of the goal.
  - Assign tasks and due dates to committee members so that the task is accomplished by the due date.
  - Distribute the written action plan to all committee members.
  - Close out each meeting reviewing action items and assignments that need to be completed prior to the next meeting.
- Set a regular meeting dates the committee.
  - It is important to establish a regular meeting dates that all members place in their calendars. If a meeting is not needed, it can be canceled.
  - One week prior to your scheduled meeting, prepare a written agenda, distribute it to the members of your committee. Agendas will keep you on topic and keep the meeting running smoothly.
  - Set up rules upfront on how the committee will run each meeting.
  - Assign someone to take notes at each meeting for future reference and to share with potential absent committee members.
- Committee Chair prepares a summary of the committee's work to report at a Club meeting.