

Effective Committees

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Disclosures

- Editor, *Seminars in Roentgenology* (royalties from Elsevier)
- Book author (royalties from LWW)

Objectives

- Describe the traits of an effective committee chair
- Describe the components of a well-run meeting

Why Committees?

1. Carry out work of the organization
2. Represent, involve, and serve members
3. Provide training ground for future leaders of the organization

Types of committees

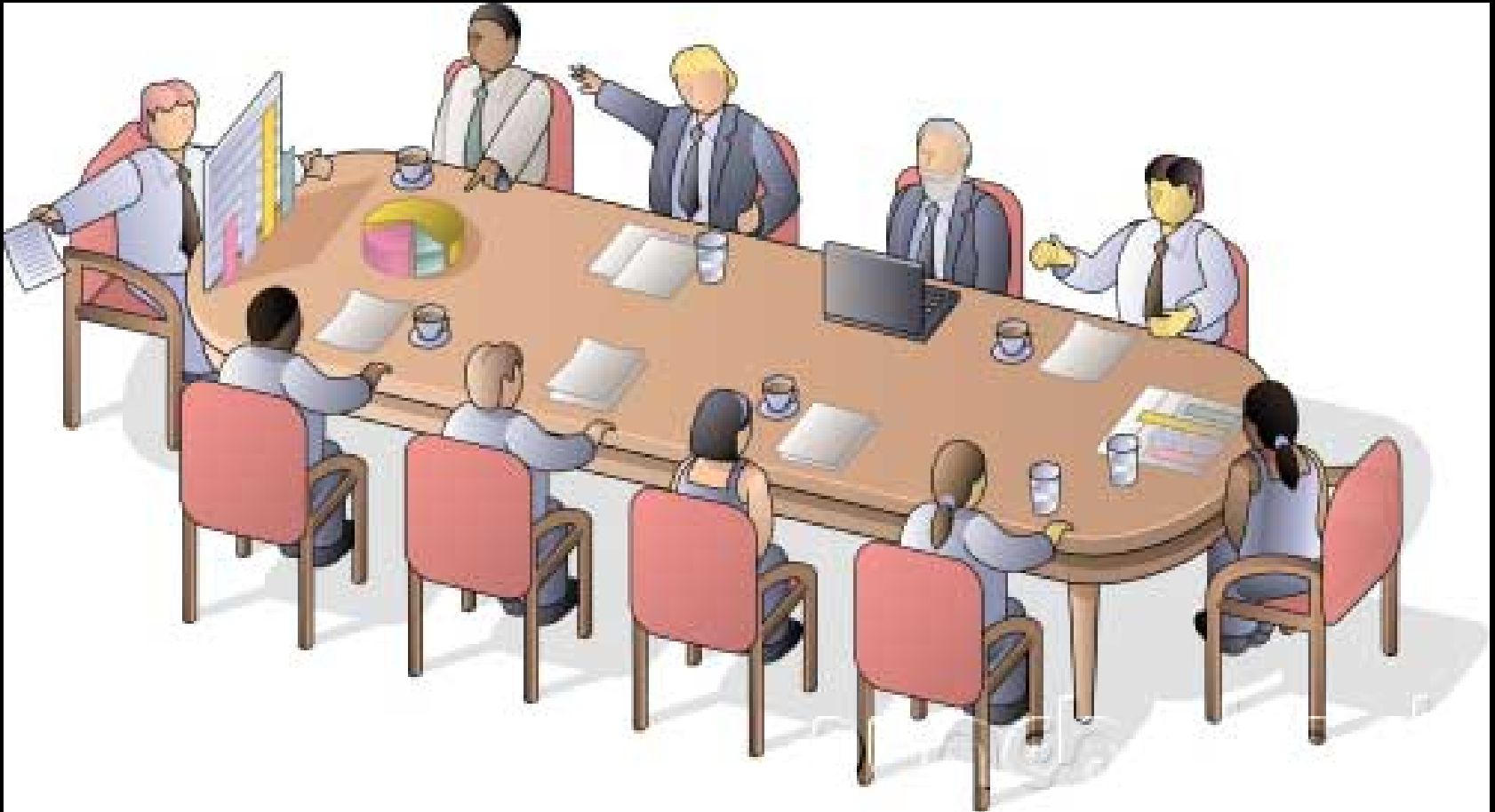
- Ad-hoc
- Standing



Effective Committees

1. Clear, written **purpose**
2. Effective committee **chair**
3. Thoughtfully appointed **members**
4. Well-run **meetings**

What is a Committee?



A group of men who individually can do nothing
but as a group decide that nothing can be
done.

Anon

The unfit trying to lead the unwilling to do the unnecessary.

Anon

A group of people who talk for hours to produce
a result called minutes.

A. D., quoted in READER'S DIGEST, 5/76.

A group that keeps minutes and loses hours.

Milton Berle

Committee Definition – Purpose

- Scope
- Authority
- Specific tasks/responsibilities
- Report to Board or Executive Committee
- Members – how chosen, terms
- Budget/other resources

Traits of Committee **Chair**

- Content knowledge and relevant experience necessary
- Proven leadership and people skills more important



Committee Chair

- Not necessarily the technical expert
- Works well with others
- Organizes effectively
- Motivates others
- Keeps people on task
- Good communication skills

Responsibilities of Chair

- Prepare and present committee reports
- Groom a successor
- Set agendas
- Call meetings
- Allow all members opportunity to contribute
- Assign responsibilities and follow up

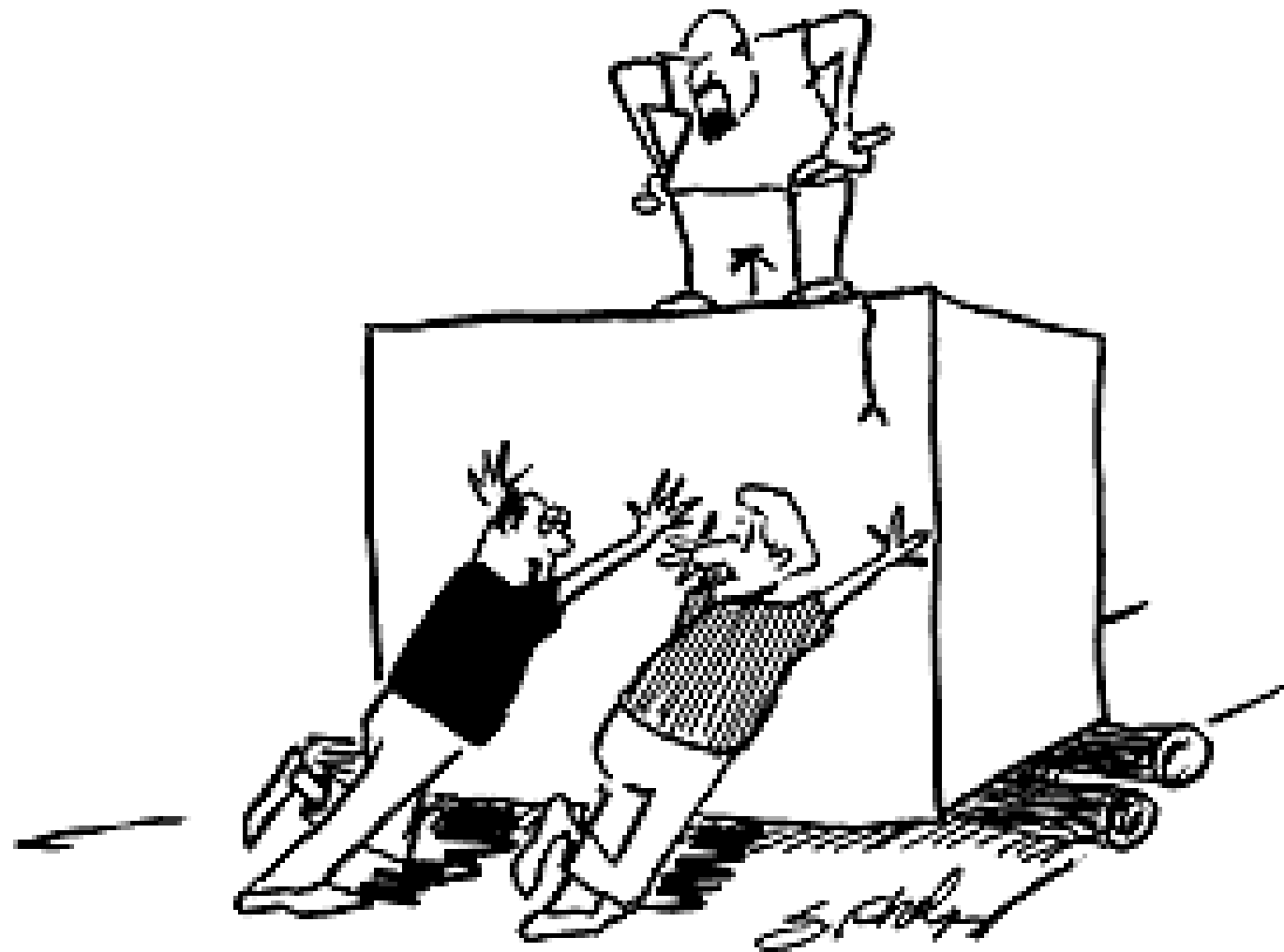
- Recruit members
- Orient new members
- Report to Board or Executive Committee
- Be familiar with goals of organization and its by-laws
- Communicate with members
- Praise member contributions

Chair Does NOT...

- Talk the most at meetings
- Make all the decisions
- Allow one or more people to dominate the meeting
- Cut people out of discussions
- Allow meetings to become unproductive
- Make people feel foolish or useless
- Force people to contribute to discussion
- Lose temper
- Stay too long

Committee Membership

- Volunteers – match needs of committee to skills and interest of members
- Communicate expectations up front
- Number depends on amount and nature of committee's work
- *Valuable tool for developing and testing new leadership, while cultivating a deeper level of commitment to the organization*



"This is the last time I volunteer to
serve on the building committee!"

"To get something done, a committee should consist of no more than three people, two of whom are absent"

Robert Copeland

- Include all important constituents
- Staff liaison support
- Convenient posting of committee roster with term dates

A man was asked to serve on the reception committee for an evening fundraising dinner. He ordinarily wouldn't attend what he thought would be a long and boring affair. Because he was asked to be on the committee, he agreed to attend. He was told that he would be receiving a scarlet ribbon to wear, indicating that he was on the reception committee. When he arrived at the dinner he saw 700 other people wearing a scarlet ribbon.

Committee Meetings

- Great committee meetings don't just happen



Are you lonely?

Tired of working on your own?

Do you hate making decisions?

HOLD A MEETING!

You can —

- See people
- Show charts
- Feel important
- Point with a stick
- Eat donuts
- Impress your colleagues

All on company time!



MEETINGS

THE PRACTICAL ALTERNATIVE TO WORK

Describe a BAD Committee Meeting Experience

- Didn't start on time
- Didn't end on time
- Nothing was accomplished
- I didn't know anyone at the table
- Didn't follow agenda

Effective Meetings

- Set dates in advance
- Send reminders
- Send agenda with supporting documents
- *Talk to members prior to meeting to gain consensus*
- Choose a convenient, appropriately sized location with a chair for everyone
- Provide introductions

- Start and end on time
- Focus discussion
- Follow Robert's Rules of Order

Agenda

- Title of meeting
- Date, time, and location
- Approval of prior meeting minutes
- Reports from sub-groups
- Old business
- New business
- Announcements
- Date, time and location of next meeting

Send Agenda With Supporting Documents

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“The meeting’s at 10. I’ll send you a copy of the agenda, the hidden agenda and your personal agenda.”



search ID: bstn384

"Okay if that's all the
finger pointing we have today,
we can move on!"

Consent Agenda

- Reports for informational purpose only
- Approval by members

Member Responsibilities at Meeting

- Prepare
- Report absence in advance
- Listen
- Speak up
- Ask questions
- Consider all options and share views
- *Abide by decisions made, whether agreeing or not*

WE ARE A COMMITTEE OF CLOCKS, YOU
IDIOT. WHAT DO YOU MEAN YOU FORGOT
TO RECORD THE MINUTES..?



MARK

Minutes



- Legal document
- Keep accurate records; avoid unnecessary information
- Any meeting where people vote
- Prepare as soon as possible after meeting

Minutes Items

- Title of meeting
- Date, time, and location
- People present, excused, absent
- Corrections to previous meeting minutes
- Actions relating to previous meeting
- All motions and outcomes of votes
- Items to be discussed and decided
- Date, time and location of next meeting

NOT to Include in Minutes...

- Names of people who move and second motions
- Details of debates
- Facts of what is said; only include what is done
- Vote count – outcome is enough

BEFORE WE BEGIN , I'LL READ OUT THE
MINUTES FROM OUR LAST MEETING

" BANG , KABOOM , BOOM , BANG BANG , RATTLE OF
SMALL ARMS FIRE , RICOCHET , BANG , THOOM ,
BOOM , MUFFLED WHOOMPH , THRUWM , BANG "

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"OKAY, LET THE MINUTES SHOW WE'RE NOT ABSCONDING WITH THE MONEY UNTIL THE ECONOMY IMPROVES..."

Summary

- A committee can be a very effective working force of an organization if the committee has a clear, written purpose; the committee chair is chosen based on leadership and people skills; members are chosen to align committee needs with member skills and interest; members are chosen strategically to develop new leadership for the organization; and committee meetings are conducted efficiently.