

National Committee Guidelines

What Should You Do

- Learn what programs and products for which you are responsible: Rulebooks, Standards, newsletters, training, disciplines, certifications, etc.
- What are the timelines and deadlines for the project? Annual, multi-year, in revision, need to update, etc.
- Think about who else needs to know about a project.

Role of the Committee Chair

- Get to know your staff liaison, members, and any resources for the committee. Send information to your committee members as needed.
- Request and collect required documentation.
- Schedule meetings.
- Determine who will take and send out minutes.
- Provide an agenda with estimated times for each item.
- Include time to introduce members of the committee.
- Include supporting documents and information with the agenda to be reviewed prior to the meeting/call.
- Include a call-in number and codes multiple times prior to the call date.
- At the end of the meeting, establish what was accomplished.
- Close with clear next steps.
- End the call on time.

Role of the Committee Members

- Request a list of members, including the committee chair, with their contact information.
- Complete and return any requested information.
- RSVP if you are able or not able to attend the meeting.
- Be prepared to participate in the discussion of agenda items. Your feedback is important.
- Review any information sent prior to the call.
- Complete assigned tasks by deadlines.
- Be engaged and active with your committees.

Zoom Call Etiquette

- Call in to the conference line a few minutes early.
- Always identify yourself when you're speaking.
- Speak loudly and clearly.
- Mute your microphone when you are not speaking.
- Wait a second after someone else finishes talking before jumping in.
- Keep background noise to a minimum.
- Maintain a good internet connection.
- Commit your full attention to the call.
- Be prepared to discuss the topic at hand.
- Don't monopolize the conversation.
- Leave with a goodbye.