

National Committee Guidelines

What Should You Do

- Learn what programs and products for which you are responsible: Rulebooks, Standards, Newsletters, Training, Disciplines, Certifications
- What are the timelines and deadlines? Annual, Multi-Year, In Revision, Need to Update
- Who else needs to know?

Role of Committee Chair

- Know your Staff Liaison, Members and Resource List and send info to your members
- Request and collect required documentation
- Schedule meetings
- Determine who will take and send out minutes
- Provide an agenda, with estimated times for each item
- Be sure and include time to introduce members of the committee
- Include supporting documents and information with agenda to be reviewed prior to meeting/call
- Be sure to include call in number and codes multiple times prior to call date
- Establish what was accomplished when finished
- Close with clear next steps
- End the call on time

Role of Committee Members

- Request a list of members, including committee chair and their contact information
- Complete and return requested information
- RSVP if you are able or not able to attend the meeting
- Be prepared to participate in discussion of agenda items
- Review information sent prior to call
- Complete assigned tasks by deadlines

Conference Call Etiquette

- Call in to the conference line a couple minutes early
- Always identify yourself when you're speaking
- Speak loudly and clearly
- Mute your phone 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 cell phone reception
- Commit your full attention to the call
- Be prepared to discuss the topic at hand
- If you don't have anything to add, don't add anything
- Don't monopolize the conversation
- Leave with a goodbye