

Notes from take-away session at Leadership training

- Include Technical Presentations in committee meetings
- Do things to gain new members and get excited
- Develop an Annual Work Plan for your Committee
- Have subcommittee meetings to help manage tasks of the committee
- Ensure volunteers have defined roles
- Host a Committee Orientation for new and perspective members
- Follow-up with those that don't attend your committee meeting
- Have a preplanning meeting with leadership prior to the committee meeting
- Use the parking lot - a place to capture comments, topics, or questions that are not related to the agenda
- Address parking lot items at the end of the meeting if time is available or add to a future meeting agenda
- Bring technology talks into some of your meetings
- Organize your meetings and minutes with action items
- Identify action items with name and deadlines
- Ensure you focus on the goal of the committee. Make sure everyone is aware of the goal
- Create subcommittees and give them a role/task
- Ensure you have succession planning for leadership
- Ask members why they are on the committee and what do they hope to gain from involvement
- Shake up the agenda from time to time to keep engagement
- Coordinate round table discussions into meetings to encourage two way communications
- Pay attention to who is involved with your committee and que them up for more leadership opportunities