Getting Things Done Guide (Committee Chair Edition)

**LEAD COMMITTEE MEETINGS**
(monthly to as needed)
- Ensure time is set and room is booked
- Email agenda, minutes, and other relevant documents at least a day in advance via committee list-serv
- Guide committee through agenda during course of meeting, ideally engaging members and securing participation in various committee initiatives.

**CREATE AGENDA**
(each meeting)
- To establish order of business, alert committee to meeting to-do, and organize meeting time.
- Template on Councilor Resources webpage (or use previous month)
- Compile agenda items from monthly report, unfinished business, and other committee initiatives or new business, including any tasks from Exec or SC.
- Include approving agenda and minutes.
- Send out via list-serv by day before meeting

**RECORD MINUTES**
(each meeting)
- To document committee action within meeting and make info available to committee and SC.
- Template on Councilor Resources webpage (or use previous month)
- Write up from meeting notes or review committee member’s write up (include attendance of those present, excused, and absent).
- Include with next month’s meeting reminder email and approve minutes at next meeting

**REPORT MEMBER CHANGES**
- Email SC admin to update list-serv
- Update membership roster on next meeting’s agenda
- Note: three (unexcused) absences is considered voluntary resignation

**RECRUIT MEMBERS**
- Ask committee members during meeting to recruit
- Note: members do not need to be staff councilors
- Note: committees must have at least three members, one who is a councilor

**WRITE COMMITTEE REPORT**
(monthly – due first Monday)
- To project goals and activities for upcoming month, communicate those goals and activities to Exec/SC, and ask for support from Executive Committee.
- Template on Councilor Resources webpage (or use previous month)
- Fill out form and send to SC admin by first Monday of the month

**PRESENT ORAL COMMITTEE REPORT AT SC MEETING**
(as needed – third Tues)
- To update full council on committee activities
- SC admin puts out call for these committee reports the week before the meeting. Inform admin if you would like to give report.
- You or other committee member delivers oral report during committee report agenda item at the monthly business meeting

**ATTEND COMMITTEE CHAIRS MEETING**
(approx. quarterly)
- To encourage collaboration, avoid duplication, and support each other with recruitment for and running of committees in an informal environment
- Respond to poll on scheduling when SC admin emails to chairs
- Attend meeting ready to give brief update on committee activities and discuss issues with other chairs

**REFER TO COUNCILOR EDITION OF THIS GUIDE FOR OTHER ACTIONS**
- Writing a Resolution
- Putting on an event
- Securing SC funding
- Making promotional material

9/14/16