

# AEG Committee Chair Training



# Roles and Responsibilities: Committee Chair(s)

- What is the role of the Chair(s)?
  - Organization hub – documents, tasks, etc.
    - Ensure projects
      - Stay in line with Committee Mission
      - Stay in line with AEG Mission
      - Stay on track
  - Schedule calls – send agendas, summaries
    - Capture what happened on a call
  - Point of contact with HQ, Board, and EC
  - Motivating committee members
  - Succession planning
    - “1<sup>st</sup> job as Chair is to think of the next Chair”



# Roles and Responsibilities: Committee Members

- What do committee members do?
  - Meet commitments
  - Participate in brainstorming
  - Provide advice to staff and other volunteers
  - Complete tasks as assigned by Committee Chair(s)
  - Keep the Chair on track
    - Provide feedback, information, and ideas



# Roles and Responsibilities: Everyone



## ➤ Everyone

➤ Balance is key

➤ Say, yes!

➤ To do your part for the good of the committee.  
The Chair(s) should not be doing everything

➤ And when you have the capacity to take on another task

➤ Say, no!

➤ Chair(s) and committee members should be cognizant of not overcommitting themselves or each other

➤ Open Communication and Managing Expectations –

➤ Chair(s) and committee members should manage expectations by:

➤ Asking for help if needed

➤ Informing appropriate people when a deadline/commitment cannot be met and setting a new deadline

# Setting up Calls

- GoToMeeting
  - [www.gotomeeting.com](http://www.gotomeeting.com)
  - Login: go2meeting@aegweb.org
  - Password: aegweb201
  - Set Name, Date, and Time of meeting
  - Send call-in information, agenda
    - One week ahead
    - Day before notice recommended
- Inform Staff and Members of calls
- Sending Agenda/Summaries
  - Share regular tasks with Co-Chair



**"Set up a conference call, Miss Marsh, with that idiot Collins, that bonehead Appleby, and that nincompoop Thornhill."**

# Driving Discussion



*"Just in case the conference call runs long."*

- Ask “how” and “what” questions
  - Try not to do all the talking
  - Go around “the room”
  - Jane – what do you think about...?
  - Josh – how do you think we can...?
- Be Specific
  - Joe – will you please do...?
- Stay on schedule
  - Set time limits for discussion items
    - Keep calls to an hour or less
  - Know when to politely push the “pause” button
    - “That’s a great idea! How about we make it an agenda item for the next call?”
- Stay on topic

# Other Tips for a Successful Call

## ➤ Tips:

### ➤ Show the agenda on the screen

- Type notes while conversation is going – gives a visual clue for when others can chime in

### ➤ When to have a call

- Set up a conference call when you have something to talk about
- Make it worth everyone's time
  - Have a well prepared agenda with goals for the call
  - Do you need a call each month? Can you complete a task via email?

### ➤ Other time saving tips

- Consent agenda items
- Finish the discussion via email, rather than having calls go on too long (okay every now and then)

### ➤ Take turns –

- Try to leave personal biases to the side so others can give their opinion

# Delegation Techniques

- What needs to be done?
  - Know your members' skills
    - Or ask
  - Ask someone specifically to do a task
    - Example: What's great about your committee?
    - Example: Will you put that in writing, please?
  - Give a timeline to complete
  - If no one wants to do it, should you [your committee] at all? Or, table for later?
  - Thank your committee members





# Committee Chair Transitions



- Transition documents to be given to new Chair:
  - List of roles and responsibilities
  - Contact Information
  - Other documents that committee uses on a regular bases
  - Calendar of events
  - So new Chair knows what is expected and when to do certain things
  
- Five Year Plan
  - Why do we exist as a committee?
  - What are our committee goals?
  - How do we accomplish our committee goals?
    - How does this help accomplish AEG's mission?
  - How do we measure success?
  - Evaluate success

# Summary

- Be proactive, organized, flexible, motivating, balanced, have a plan and re-plan
- Drive Conversation
  - “How” and “What” questions
  - Be specific – who, what, when
- It’s okay to ask for help
- Keep up the great work!!
- Have fun!

