



# Four County School Boards Association

## Committee Chairs Guidelines

### Responsibilities of Committee Chairs

1. Help Four County SBA leaders make informed decisions
2. Attend agenda-setting meetings when needed
3. Attend and report committee activities at Board of Directors meetings and gather input to take back to their committees
4. Work to further the goals and objectives of Four County SBA
5. Approve annual committee goals and objectives with committee members
6. Develop agendas and plans for all regular meetings of your committee with input from the Executive Director and Coordinator of Membership Services

### Suggestions for Committee Chairs

1. Review suggestions from last year's committee as well as last year's end of year recommendations
2. Survey the Four County SBA and or committee membership regarding topics to discuss during committee events
3. Consider using sub-committees to accomplish tasks, to develop and broaden the leadership abilities of committee members
4. Strongly urge committee members to report to their own boards about the committee
5. Stress to committee members the importance of notifying the office about attendance at upcoming meetings

### Meeting Facilitation

The role of the facilitator is one of leadership and neutrality, both a servant to the committee and an advocate of the process.

1. As leaders of our committees it is important to keep the group on course in order to get the committee work done within the time frame. It is the responsibility of the chair or co-chairs to continually assess the group's progress toward its goals and to provide feedback when necessary with suggestions to help guide the committee to that end.

When chairing a meeting be prepared to:

2. Manage and adjust the agenda, accordingly, focusing on the time spent on discussion, tasks, and outcomes
3. Ensure all participants have a chance to be heard
4. Assist in helping the committee reach consensus and resolve differences
5. Encourage the committee if the task is difficult
6. Track issues that need follow up

**Adopted:** February 5, 2020

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