



MPI-CAC Leadership Guide

PART VI COMMITTEE MANAGEMENT

BEST PRACTICES

Use a binder or file folder system to organize your materials for the committee. Be prepared to “hand over” your information at the end of your term.

Organize your MPI-CAC electronically so you can keep all your information in one place in your computer. Again, you will be asked to provide your electronic files to your successor for easy committee transition.

Think through how you will fit MPI tasks into your everyday work world. (First thing in the morning, once a week for a couple of hours or each day for 30 minutes, etc.)

Try to schedule your committee meetings well in advance or even develop a meeting schedule at the beginning of the year so people can plan ahead.

Arrange for a call-in option for committee members who physically can't be at the meeting.

Develop an agenda for each committee meeting and send out ahead of time.

Create a way to follow-up on actions and action items. The format for minutes will help you do that. Assign responsibility and make sure the expectation is clear (when the project is due, budget, next steps, etc.)

Designate a note taker among the people present at the committee meeting to take notes. It is difficult to take notes and lead a meeting.

Encourage people to tell you (early) when they “can't” meet a deadline.

Fill out your monthly committee reports as you meet as a committee.

Print relevant documents as you go and file them in your committee notebook. Don't rely solely on electronic copies of documents.

Remember your committee is a team that reforms every month. You will not have consistent players at each committee meeting; manage accordingly.

Lead by example – follow up when you say you're going to. Ask for help when you need help. ***Always remember to have fun and stay positive!***