

## Ways to be a Better Committee Member

- Read information before the meeting and come prepared to discuss the topics.
- Attend all meetings and arrive on time.
- Pay attention to the work being discussed. Avoid side conversations during meetings.
- Listen to what others are saying, don't just wait for an opportunity to insert your idea.
- Speak up and be a contributing member.
- Help others to stay on task. Keeping the committee focused is everyone's responsibility.
- Promptly follow through on things you commit to do.
- Proactively reach out to other committee members to see if they need help.
- Call the chair for an update when you miss a meeting.
- Take notes for yourself, and record your action items and deadlines. Don't trust you will remember all the conversations.