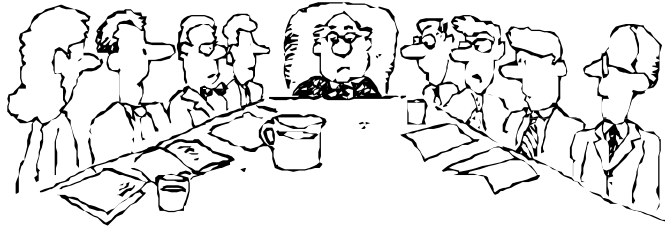


# Committees

KCrawford

**Schedule** meeting dates on the SGA (or school) master calendar with the help of your advisor



**Advertise** for students interested in serving on the committee... (PA announcements, posters, etc.) Try to personally invite students from all grade levels. What is the incentive for being on the committee (1/2 price dance ticket, points towards a leadership award, etc.)?

**Plan** your agenda for the meetings (write it down!!!)...do not try to do too much in one meeting!!!

**Welcome** committee members as they come in. Have a sign-in sheet with name, grade, homeroom teacher and home phone number...(you may wish to serve refreshments at the first meetings, then ask for volunteers to bring refreshments for later meetings).

**Discussion** - have an active discussion and solicit input from committee members...listen to everyone! (If brainstorming, follow guidelines for brainstorming!)

**Delegate** responsibilities - and have check-in dates so you know if the work is being done!

**Thank** all of the people involved - students, staff and parents !

**Evaluate** - Be sure to follow up with an evaluation meeting....take good notes so they can be used the next time.

## Stages of a committee

FORMING - getting together - meeting each other

STORMING - what role each person is playing - who are the leaders? - Am I important here? - What is my role?

NORMING - we are learning our roles, we will make adjustments, compromises, etc.

PERFORMING - now we can really get things done - we can work together!