



San Antonio

Chapter

Getting Involved

ICF San Antonio Committee Participation

Participating on an ICF San Antonio committee is one of the most productive ways that we have to grow coaching awareness in our community. As a chair of a committee or a committee member, it is important to become familiar with the responsibilities involved.

This guide will provide you with all the necessary information to ensure high levels of contribution, participation, and success. As a committee member, the guiding principles to be followed are:

- To participate,
- To get involved, and
- To encourage others on the committee to do so (enthusiasm is contagious).

The role of the committee will have a direct impact on the decisions made by the ICF San Antonio board of directors. The energy a committee member puts into their work has a direct influence on the direction our chapter will take to bring credibility and awareness of coaching in our community.

Functions of a Committee

The primary function of a committee is to contribute to the efficient operation of an organization. In most cases, a committee is concerned with the communication of information and with assisting the leadership in the decision-making process by providing needed information.

. . . the basic purpose of a committee . . . [is] to determine through its collective wisdom, which is usually superior to that of any one member, the best solutions to a problem.

The Role of Committee Members

- Appointed because they are knowledgeable about or interested in the committee's area of activity.
- Work closely with the committee chairs.
- Know the specific responsibilities of the committee.
- Be familiar with the chapter's practices, policies, and procedures.
- Know what the past performance of the chapter/committee has been.
- Be familiar with the reporting procedure to the board of directors.
- Establish realistic attainable goals.
- Give recognition to the committee chair and other members of the committee.
- Be involved and participate.

Committee Participation

Committee members are asked to:

- Study the meeting agenda carefully before coming to the committee meeting and ask for clarification if any items are unclear. Review the supporting material.
- Stick to the agenda during the meeting. Bring up new business only at the appropriate time.
- Determine in advance how and what they will contribute to the committee meeting.
- Keep replies short and to the point. Seek information, do not deliver an oration.
- Sum up remarks of a lengthy discussion. Someone may have forgotten your objective before you've finished.

- Don't hesitate to comment, criticize constructively, or respectfully disagree. Know your subject and ask for support from members who share the same beliefs as you.
- Ask dissenters to summarize their convictions in a direct statement. This permits a more thorough examination of an idea that could be highly constructive when completely understood.
- Do not pass motions in a hurry, as they usually don't receive the consideration they deserve. Better to table them until the next meeting, when they can be discussed in detail, than to pass a motion you might regret later.

Effective committees don't just happen. They are a combination of the right individuals, a mission, good leadership, [and] good staff work.

COMMITTEE CHAIRS

To ensure success, a committee chair must provide strong leadership, have firm goals in mind, and communicate effectively with the ICF SA board of directors.

The Chapter's Board of Directors and President will assist with the selection of committee members, setting objectives, and reviewing the work and communications of the committee. By keeping the Chapter's Board of Directors informed and familiar with the committee's activities and progress, they will be able to advise you on problems and procedures, and can point out possible pitfalls.

The success a committee chair achieves will largely depend on his or her ability to preside and guide the committee to a definite goal. The following guidelines will assist committee chairs to run productive meetings:

- Always start the meeting on time and work with an agenda that has been sent to committee members in advance.
- Periodically review the committee's charge relative to the objectives of the Chapter.
- Speak clearly. Make sure that each individual taking the floor speaks clearly and audibly. Summarize what the speaker has said, Entertain discussion and obtain a decision.

- Keep adequate minutes of each meeting and distribute to all committee members and the Chapter's Board of Directors.
- Guide, mediate, probe and stimulate discussions. Let *others* thrash out ideas; committees are **not** formed to validate the thinking of the chair or staff. The committee belongs to the Association, not to the Chair.
- Encourage a clash of ideas, but not of personalities. Good decisions are made when committees examine all sides of an issue, and don't let members personalize the debate. Emotional discussion of an idea is good, but an emotional reaction to a person is bad. When emotions are high, return the floor to a neutral person, seek a factual answer, or take a break.
- Keep discussions on track; periodically restate the issue and the goal of the discussion.
- Monitor participation; control talkative members and draw out silent members. Confront negative behaviors. Seek understanding, and forward constructive discussions in the committee meeting.
- Use well-placed questions, seek points of information and clarification, and periodically summarize to keep the discussion focused.
- Keep the group focused on the central question and moving toward a decision.
- Seek consensus; unanimity is not required.
- Close the meeting by noting achievements. Before adjourning, ensure that members feel all relevant subjects have been adequately covered.

How a Committee Meeting is Structured

Following is the generally accepted sequence, or order of business, that is observed for a meeting:

1. Call the meeting to order ***on time***.
2. Roll Call
3. Review the minutes of the previous meeting
4. Discuss and resolve agenda items as they are listed
5. New Business
6. Adjourn the meeting ***on time***.

An agenda needs to be developed and sent to all members of the committee prior to the meeting. It should include all topics to be discussed at the meeting and should also include the date, location, starting time, scheduled breaks, and anticipated adjourning time. Any supporting or background material to further explain or detail the items on the agenda should also be included.

Committee Chair responsibilities

- In collaboration with the ICF SA board of directors, develop a work plan that will allow the committee to effectively and efficiently identify its responsibilities for the year. Plan agendas for committee meetings to accomplish the committee's goals.
- Be responsible for keeping leadership fully informed of committee activities. Provide a written, quarterly report of goals and achievements to the Board of Directors.
- Work with committee members to ensure that the work of the committee is carried out between meetings. Maintain records and relevant information.
- Report to the committee on decisions to the Board of Directors or other committees that may affect the committee's work or activities.
- When appropriate, guide the committee in proposing new ideas, products and services that will further the goals and objectives of the Chapter.
- Assess the committee's progress and communicate accomplishments to the Board of Directors.
- In addition to the general committee charge, which outlines the committee's scope of activity, the Board of Director or President may charge the committee with specific work.
- Be responsible for keeping the work of the committee focused on the charge and aligned with the association's strategic plan.
- Make recommendations to the Board of Director and President regarding future work of the committee.
- Committees may not commit to expenditure of funds and may not express opinions or represent positions in the name of the Association, unless specifically authorized by the BOD. In proposing a program or activity that may involve expenditure of funds, committees must submit a program description and budget to the Board of Directors for approval.

- Be responsible for keeping committee members fully informed with timely reports of all committee meetings and committee work.

Qualities of the Effective Committee Chair

Communication skills

- Demonstrates ability to communicate effectively with committee members, and other groups.
- Demonstrates willingness to listen actively.

Participation

- Demonstrates active participation and interest in the Chapter.
- Has knowledge of the subject in which the committee is involved.
- Thinks in terms of the chapter's goals.

Leadership

- Influences, guides and inspires others.
- Demonstrates ability to create a positive work atmosphere.
- Controls without dominating.
- Understands how the committee's work fits into the larger mission of the Chapter.

Administrative skills

- Demonstrates willingness to take the initiative.
- Demonstrates ability and willingness to carry out responsibilities.
- Supports orderly procedures for conducting work.
- Understands the role of each member.

Parliamentary Procedure

Committees are not required to operate using parliamentary procedure; however, the objectives and principles of parliamentary procedure should be considered.

The objectives of parliamentary procedure include expediting business, maintain order, ensure fairness and equity for all, and accomplish the objectives for which the group is organized.

The principles of parliamentary procedure include courtesy and fairness to apply the rule of the majority while respecting the rights of the minority, partiality to none, protection of the absentee, and taking one item of business at a time.

MINUTES

- Include the name of the committee, date, time, and place of the meeting. Note the chairperson's name, members present and absent, and other key people in attendance.
- Note all formal motions and passage of defeat.
- Note all decisions reached, including motions passed and follow-up actions to be taken, with deadlines for implementation.
- Include a brief summary of discussions. Do not attribute comments to members.
- Provide information on the time and place of the next meeting.
- Distribute the report to all committee members, including those who did not attend, within three (3) days of the meeting.