

WVYFC GUIDELINES FOR COMMITTEE MEMBERS

1. **ELECTION** If accepting election for a committee, make sure that you wish to, and are capable of doing the job. Know the hours involved, not just to attend the committee, but to prepare for meetings. You must have an interest in the committee's work.
2. **THE WORK** Know your committee's terms of reference and its authority. Be familiar with its previous work and, if necessary, ask the committee secretary to explain such background information.
3. **REPRESENTATIVE** A committee member should bring the views of the members he represents to the place where the decisions are made, and when all the background facts have been considered, take a collective decision which represents the members' views. It is the **responsibility** of the committee members to support and **help implement** the action which follows.
4. **AGENDA** Study the agenda and supporting papers well before the meeting – thus be “on the ball” and arrive with ideas of your own.
5. **ADVICE** Consult widely, to obtain opinion, but weigh the advice according to its source, e.g. did the person know the background to the problem they were discussing.
6. **NOTES** Write notes on each agenda item to remind yourself of the points you wish to raise.
7. **ATTENDANCE** Be prompt at meetings and respect the authority of the chair by speaking through the chairman. Do not form cliques within the committee.
8. **BE CONSTRUCTIVE** Make your contributions logical and to the point. Respect the point of views of others. Be constructive rather than pick holes in the finer details.
9. **DECISIONS** Stay until the end of the meeting. Once a decision is made, support it unless the background facts have changed.
10. **STANDARDS** Committee members SET STANDARDS by the example they give. Make your example one which younger members can follow with pride.
11. **DEVELOPMENTS** Try to keep in touch with developments between meetings.
12. **COMMUNICATION** Remember the main function of a committee member is skilful **two-way** communication. Committee members must communicate members' views to the committee and pass back to members the views of other people and the background information. This is a two-way communication with members often needs relaxed discussion time outside formal meetings.
13. **REPORTING** Reporting on committees decisions must be concise and limited to the amount of information the recipients can absorb. This will depend on the method of 'putting it across'. Read minutes and other papers as soon as possible and prepare a written **short** note on the main points on which you intend to report. Ask for discussion on critical items so as to obtain a specific view but do not 'ramble on'. You will not only bore the audience, you bring yourself and your committee into disrepute.
14. **DATES** Put meetings dates in your diary for a full year ahead. Attend every meeting you possibly can, but if you cannot attend, **always** send your apologies.
15. **EFFECTIVENESS** Anything less than 100% success is a partial blockage of the system and is costing members their opportunities. Take your responsibilities seriously and you will be a good committee member.