

# Committee Member Guidelines

## **Make the call**

Endeavor to make committee calls and/or read post-call summaries so you can stay current on committee progress. It can be frustrating and disruptive to the group when members who only intermittently participate make comments or suggest changes late in the process.

## **Be on time**

Late arrival on a call can be disruptive, so try to be on time.

## **Keep the noise down**

If you are in a noisy area or have to tend to something else while on a call, please mute your phone when not speaking. If you must take another call or leave the office please do not place the call “on-hold” so as not to hear your companies on hold message/advertisement

## **Group think**

While the Committee Chair is encouraged to facilitate participation of all people who “attend” committee calls, it is also the responsibility of committee members to be mindful of the group and to encourage the participation of all members by not dominating calls, grandstanding, or straying from the topic at hand.

## **Share the stage**

In any committee there will be members who regularly participate in CIC Committee work and those who are new to it. Whenever possible, encourage (and offer to help) new members to serve on a panel or represent the Committee when presenting work product to the larger body.

## **Side bars**

Most committee chairs devote a lot of time to their committee both on and off committee calls. On occasion, a member may feel a side conversation (or e-mail) is more comfortable, which is always welcomed by the Chair. However, committee members are encouraged to share their thoughts with the larger group.

## **Keep your eye on the prize**

Generally, committees are tasked to address a specific issue or, on their own, they will determine what issue/s they would like to tackle. Help the Chair and fellow committee members by staying focused and on-task with whatever issues your committee is working on.