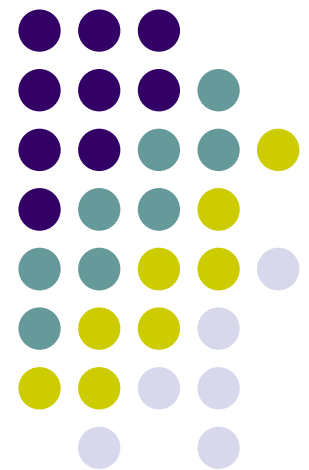


# Essential Elements of an Effective State Committee

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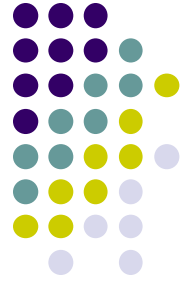
Fall  
Assembly  
of States



**Charlene Barbour, President/CEO, Management Concepts, Inc.**

# Goals and Objectives

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**Develop goals and objectives based on bylaws, policies & board directives**

# Foundation of Success

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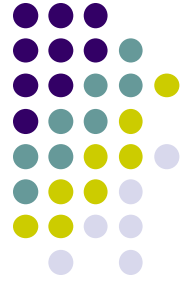
**Committee success begins with these essential elements**



- **Identify goals of committee**
- **Identify objectives and purpose of committee**
- **Ensure goals, objectives and purpose are identified in bylaws or policy**

# Building the Team

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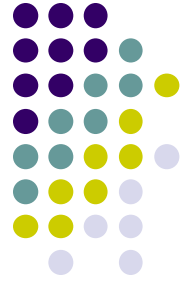


**Member must understand function and purpose of the committee**

- **Prior to signing on, ensure all members understand committee function**
- **Members should be appointed where interests align with committee goals**
- **Working styles play critical role in committee cohesion and success**

# Successful Buy-In

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## Identify strategies to foster successful committee participation

- **Determine and validate needs of the committee**
- **Identify resources for successful operation**
- **Prepare a working plan**
- **Utilize resources to enhance committee function**
- **Excite members with enthusiastic leadership & appreciation**
- **Members must be emotionally and intellectually connected**

# Right Person for the Job

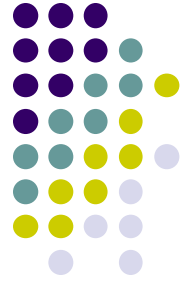
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## Analyze personal attributes

- **Representative of organization**
- **Committed to the mission**
- **Board approval good indicator**
- **Re-visit appointments of those that don't "fit"**
- **Develop SOPs for each committee position**
- **Make association aware of "job description" for each committee position**
- **SOP will quickly eliminate those without genuine interest in serving**
- **Build upon the strengths of members**

# “C” your way \*



## What does it take to create a team?

- **Commitment** that inspires results
- **Contributions** that make a difference
- **Competency** that raises the standard
- **Communication** that increases effectiveness
- **Cooperation** that creates harmony
- **Chemistry** that enhances personal connection
- **Conflict** management that reduces tension
- **Cohesiveness** that allows change to be rapid
- **Community** that makes the journey fun!

\* excerpts from John C. Maxwell's book "Teamwork Makes the Dream Work... Together we can do the Impossible."

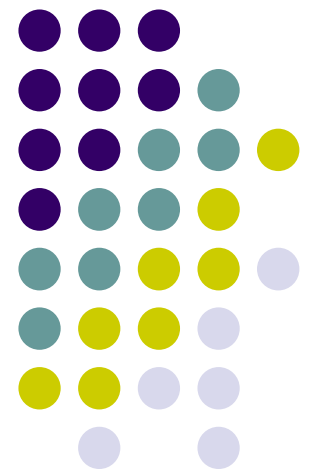
# Essential Elements of an Effective State Committee

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