

Group F

Effective Committee Chairing

- **Current Reality:**

- AAPG growing, globalizing

- Dispersed committee membership

- Limited volunteer time

- Committee meetings must be run well

- Committees should look like AAPG
(diverse)

Committee Challenges

- Communications
- Finding volunteers
- Keeping volunteers on task

Best Practices for Running Meetings

- **Before meeting**

- Send out agenda w/speakers, topics, times
- Provide status of previous action items
- Line up action item recorder

Best Practices for Running Meetings

- **During meeting**
 - Start on time and stick to agenda
 - Consider using Robert's Rules of Order to stay on task
 - Separate brainstorming from analysis and planning
 - End on time with action items assigned

Best Practices for Running Meetings

- **After meeting**
 - Distribute minutes and action items
 - Nag volunteers about action items they promised
 - Recommend new members to AAPG President

Committee membership

- Add student members
- Add international members to help with diversity and resume building for leadership roles
- Try for representation from all Sections, Regions, and Divisions

Cajoling Volunteers

- Make expectations clear
- Include deadlines with assignments but be flexible
- Align assignments with interests and expertise
- Coach inexperienced volunteers so they can learn new skills
- Positive reinforcement
- Document repeated tasks