Running a Successful Committee Meeting

Preparation is what will ensure the success of your Committee Meetings. Consider the following to ensure all relevant subjects have been adequately covered:

1. **Before the Committee Meeting**
   - **To ensure all relevant subjects have been adequately covered:** Consider the content in your minute book for the current year. Begin with:
     - **What are the requirements to take an action on an item?**
     - **What steps are required for making a decision?**
     - **What steps are required for the action to take effect?**

   - **During the Committee Meeting**
     - **Stick to the agenda to ensure all relevant subjects have been adequately covered:**
       - **Before the Committee Meeting**
         - **Committee Chair creates Committee-specific meeting schedule, for the entire year.**
         - **It all depends on the committee’s perspective on how often the committee tends to meet on an annual basis.**
         - **Surgery Meeting and some may occur in conjunction with the Plastic Surgery Meeting.**
         - **Identities of staff liaison and the agenda topics between committee members are reported and unreported.**

   - **Helpful Tips for Running a Successful Committee Meeting**
     - **Speak Clearly:** Make sure you can be understood by everyone. If you are speaking too fast:
     - **Table Notes:** Always underline the key points in your notes, to the right of the item. In some cases, include all terms:
     - **Monitor Participation:** Hold members accountable for their participation. If they are not participating, ask why:
     - **End on a Positive Note:** Thank everyone for their time and efforts.