

## **Ten Commandments for a Committee Member, from David Page, Canadian Hemophilia Society**

1- Read all documents to prepare for a meeting. If you have any questions, call the person responsible for that item and ask for clarification beforehand. This will save time during the meeting.

2- If you have any item you want added to the agenda, do it before the meeting by contacting the Chair so he or she can be aware of the issues involved. Prepare any relevant documents if needed and send them to the office for distribution to the other committee members.

3- Say what you have to say in 45 seconds. Get to the point simply and quickly. No one likes 5-hour meetings.

4- Don't monopolize the discussion. Other people may wish to speak and time is limited. Talk in turn and give others a chance to speak.

5- Don't have personal conversations at the same time that someone else is speaking. If you have something to say, say it to the group.

6- Keep to the facts and keep on topic. A meeting is not the place for personal stories. Don't go back to items on the agenda that have already been completed.

7- If you don't understand something, ask questions. You're probably not the only one who doesn't understand. Don't vote if you don't understand the issue. Ask for clarification, or else either abstain from voting, or ask the vote to be tabled until more information is available.

8- You volunteered for this committee, so be prepared to take on some kind of responsibility as a member. Sharing the work makes it easier for all.

9- When you offer to do something, make sure you carry through. If you don't have the time, don't offer. Someone is counting on you to do the job and if it isn't done, it makes double the work for someone else who didn't

expect to have to do it. If a problem comes up, let the chair or staff know right away.

10- Let staff do their job. Call on them for information and their experience.