



LESSON FOUR: STEERING COMMITTEE MEETINGS

After the steering committee has been recruited, they should begin meeting once a week or at least once every two weeks. A chairman, secretary, and treasurer should be elected to provide leadership for the group. The chairman needs to be an effective leader who can delegate tasks and hold people accountable to get things done. At the same time, the chairman must not be overly authoritarian, or he/she will alienate people.

Use the steering committee activities and goals to guide your strategy and maintain momentum in your centre development.

In delegating all tasks, the chairman must ask three questions.

- What needs to be done?
- Who will do it?
- When will they have it done?

Everyone on the steering committee should know which tasks they are responsible for and when they must complete those tasks. Utilize the information from the Steering Committee Questionnaires to have people operating in their areas of strength as much as possible.

Minutes should be recorded at every meeting. Minutes provide a history of the progress and recording them develops a habit that will be a legal requirement once the centre is incorporated. Therefore, minutes should be saved and turned over to the board of directors when they are elected.

Recorded minutes also clarify communication and eliminate disagreements about what was decided. While this may seem unnecessary, in any group of people miscommunication can get in the way of the truth. Recorded minutes that are approved by the committee will minimize misunderstandings.

The minutes should not be a detailed account of everything said at the meeting, simply an account of what was discussed and what was decided. For example, if there was a decision and vote on a particular matter, it will be noted in the minutes the various options that were discussed, who made the motion for a vote, who seconded the motion and whether the motion was carried (voted in by a majority vote). You do not need to state the details of each option considered and who voted in favour or was opposed unless someone requests that their vote be recorded in the minutes.

The activities of the steering committee will be started after Module Three is complete. Among other things, Module Three will give step-by-step guidance on how to plan and present a community meeting. This meeting plays a key part in recruiting steering committee members.



LESSON FOUR REFLECTION

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