SOMAA Board
Committee Meeting Tips

Why?
- Much of the work of the SOMAA board is completed through the work of its ad hoc and standing committees. The success of SOMAA is based on the success of its committees.
- Our newly-introduced “structured engagement” process for interested alumni means that more non-board members will participate on our committees.
- Board members have commented that the most difficult part of accomplishing their committee work is scheduling meetings and follow up.

We hope you find the following tips to be helpful:

1. Conduct your first committee meeting face-to-face. (This is already built into our February board meeting – we do committee breakouts)
2. Conduct subsequent meetings via telephone. Telephone meetings take less time and remove the issue of distance. The SOMAA has a service you can use to conduct these conference calls; details are below:

   If you would like to “host” a conference call for a committee meeting, please contact Amy Tomaszewski (or Cynthia Shore in Amy’s absence) for two reasons: 1) to obtain the “host” passcode for you to use when you place your call (NOTE: The call will not work without a “host” dialing in with the host passcode), and 2) for billing purposes SOMAA will know a conference call has been set up and will expect charges on their account. All callers participating in the call will need to dial in a 1-800-361-5659 (US/CAN Toll Free) or 1-913-312-4155 (Int’l Toll). The participant passcode for everyone on the call (other than the host) is 210117. You may press “0” to reach an operator anytime during your conference call should you need assistance. The Customer Service telephone number is 877-807-0970.

3. At the end of each meeting, schedule your next committee meeting and stick to that date even if only a few committee members can make it.
4. Throughout the meeting, the committee chair, vice chair or designated meeting facilitator should track “to do’s”, noting the name of the person who has agreed to do the particular task. At the end of the meeting the list of “to do’s” should be again noted so that each person knows his/her assigned tasks.
5. Immediately following the meeting, the chair, vice chair or designee should send the list of “to do’s” to committee members and include the date, time and conference call instructions for the next meeting.
6. Two or three days before the next meeting, the chair, vice chair or designee should send a reminder to the committee members including the information from #5.
7. The agenda for the meeting will be the progress made on each of the “to do’s” along with any new information that may need to be communicated or discussed.