

ADVISORY COMMITTEES – MEETINGS

In general, advisory committees should meet:

1. As often as there are tasks to be completed
2. Not so often that the time commitment is burdensome
3. Not so seldom that interest and continuity is lost

Meetings should be scheduled at times which will promote the goal of "broad participation." For example, meeting exclusively during the work day may exclude vast numbers of interested and capable citizens.

Committee members need to feel a sense of accomplishment and that they are working on meaningful tasks yet because of the voluntary nature of the committees the load should not be discouragingly heavy. The frequency and length of meetings must fit the nature of the issues to be addressed.

Proper planning and orderly conduct of advisory committee meetings is essential to effective activity. The committee chairperson must assume general responsibility for:

1. Making adequate physical arrangements, e.g., scheduling rooms, etc.
2. Providing adequate notice of meeting times and locations
3. Preparing the agenda

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