

## **Refocusing Committee chairs:**

- 1. An effective way to refocus committee chairs is to select them through an application process** that is open to any member of the student body not to just elected representatives. Student Council officers can interview candidates and select individuals who are committed to specific tasks. This process opens the council to students who are not popular enough to be elected into office, but who are hard workers who are willing to commit the time to council projects. This also allows for the selection of chairs with strong interests or talents, such as those who are artistic, those who are salesmen, those who are concerned about issues or educational policy or community service and not just activities. Many times well-selected committee chairs or cabinet members can be the backbone of the organization. Well-selected committee chairs can set a tone and example for the work of the whole council.
- 2. Consider sending committee chairs to leadership training workshop as well as officers.** Chairs can help run a workshop back at school for all other chairs. An important aspect of leadership training is how to be an effective committee chair and work with the interests and talents of others in the committee.
- 3. Hold a Calendar meeting before the end of this school year.** Committee chairs and officers should attend and work with the advisor to schedule council meetings and events from late August through January. Planning ahead is a key aspect of an effective council.
  - Obtain a blank calendar or print blank calendar sheets and plan with your committee the meetings, events that you will be running in September-January.
  - The chairs will need specifics with dates, times and event. Try some new ideas and review job description for what needs to happen and the school calendar for dates of those events. Look at last year's notebook for other sources too.
  - Talk to your officers if you have questions about how specific to be.
  - At the calendar meeting, it is an idea that goes on the calendar. You will still need to get permission to do it and the best way to do that is to make up a "to do" list of things you believe need to happen and make an appointment with your advisor to discuss it.
- 4. Use the NASC National Council of Excellence application as a guide for ideas and good project planning practices.** [www.nasc.us](http://www.nasc.us)
- 5. Work with the Treasurer to plan a budget for the committee for the year. Creating a budget causes all leaders of the council to think and plan ahead.**
- 6. Encourage and train committee chairs to reach out to friends and others in the student body who have interests or talents that will aid them in being successful.**
- 7. Hold committee chairs responsible for attending "cabinet" meetings with officers and advisor** as well as general meetings of the council. Establish clear attendance procedures and the methods for reporting legitimate absences with advanced notification.
- 8. Work on plans for team building and fun activities** to bring officers and committee leaders along as a TEAM. Create fun. Provide incentives for committee members.

**9. Recognize accomplishments of committee chairs.** Have a “Outstanding Member” Award and give it out at every council meeting. Create a Student Council showcase and put the picture of all committee chairs and their roles in the display. Let students and faculty know who is working on behalf of the school. Create a T-shirt or polo shirt for the officers and cabinet (committee chairs) Encourage them to wear the shirts on days of council meetings or special Student Council programs. It’s all about being on the team.