



**Committee Meeting Best Practices
Southern California SIB Committee
(Southwest Regional Council)**

Below is an abbreviated list of Southern California's Best Practices for conducting committee meetings.

- 1. Gain support and involvement of Council/Local Leadership**
 - a. Invites the EST and EST chief-of-staff to the meeting.
 - b. Keeps the EST and chief-of-staff informed about committee progress and activities.
- 2. Create a SIB committee website (www.socalsibs.org)**
- 3. Schedule meetings for the entire year**
 - a. Creates an annual calendar that is posted on the SIB committee website. This calendar lists the dates, times, and locations of meetings for the entire year.
- 4. Conduct meetings regularly**
 - a. Meetings are held on the third Saturday of each month, with some exceptions based on activities or other extenuating factors.
- 5. Use several approaches to advertise meetings**
 - a. Sends emails to Sisters to invite them to the meeting.
 - b. Makes personal telephone calls to Sisters to invite them to the meeting.
 - c. Directs Sisters to the meeting event on calendar at website.
- 6. Create a welcoming environment for meetings**
 - a. Holds meetings in a location that is clean with adequate parking, seating, and facilities.
 - b. Allows time before the meeting for women to meet and greet each other.
 - c. Welcomes guests and Sisters attending for the first time.
 - d. Provides refreshments.
- 7. Provide handouts for attendees at meetings**
 - a. Provides copies of the meeting agenda.
 - b. Provides copy of annual meeting calendar.
 - c. Provides handouts on upcoming community activities.
- 8. Use and follow an Agenda**
 - a. Uses an agenda that includes multiple sections. Click [here](#) to review and download a copy of the Southern California committee meeting agenda.
 - b. Previews the agenda and explains what will be covered.
 - c. Uses the agenda to manage the flow of the meeting.
 - d. Attendees on the agenda take turns speaking according to the established schedule.
 - e. Starts meeting on time and ends on time.
- 9. Has a clear focus/purpose for meetings**
 - a. Lists the focus/purpose of the meeting on the agenda.

10. Allow Sisters to participate during meetings

- a. Allows Sisters to ask questions and offer input.
- b. Allows everyone to be heard fully, while managing the time on the agenda.

11. Identify community involvement/volunteer opportunities for Sisters

- a. Discusses the different types of volunteer opportunities for Sisters.
- b. Explains how volunteering could lead to job opportunities.
- c. Shares information from previous year's activities as a way to provide guidance on current approach involving upcoming activities.
- d. Recognizes the achievements of Sisters who have previously volunteered.
- e. Uses volunteer sign-up sheet for upcoming activities. Passes sign-up sheet around for everyone at the meeting.

12. Schedule community involvement/volunteer activities for the entire year

- a. Creates an annual calendar that is posted on the SIB committee website. This calendar lists the times, dates, and locations of committee activities (volunteer, outreach, etc.) for the entire year.

13. Explore ways for Sisters to get and keep work

- a. Discusses needs for skills upgrade training.
- b. Encourages Sisters to participate in training programs.
- c. Explores ideas to help Sisters get exposure for jobs/work:
 - Suggest Sisters go to different functions that other Locals might sponsor in groups of two, three, or four.
 - Highlight the importance of Sisters being involved with their Locals.
 - Encourage Sisters to get to know members of their Locals.
 - Encourage Sisters to let members of their Locals get to know them.
- d. Discuss having an event at the Training Center where there is an opportunity to showcase job skills of Sisters.

14. Provide support and encouragement to Sisters

- a. Encourages Sisters to stay positive during discussions about challenges involving finding work, keeping work, or working in a male-dominated environment.
- b. Encourages Sisters new to the UBC to reach out to long-term Sisters for support and encouragement.

15. Seek ways to increase attendance at meetings

- a. Invites unemployed Sisters to meetings.
- b. Invites regular attendees to bring first-time Sisters.
- c. Invites journey women Sisters to bring Sisters who are new to the UBC.

16. Maintain contact with Sisters

- a. Sisters email and call each other regularly on various issues.

17. Identify ways for the committee to progress

- a. Discusses plans to use the website more for highlighting committee successes and marketing.
- b. Discusses plans to do a wider distribution of the yearly calendar that is listed on the website.
- c. Discusses plans for a GoToMeeting conference.