

CONDUCTING A HOSA COMMITTEE MEETING

Committees must have a suitable place to meet, if the best results are expected. A table and chairs, located in a room where there is a minimum of interference, is the best arrangement.

The three kinds of participants of any committee are, the committee chair, the committee secretary, and committee members. The three have different responsibilities in carrying out the work of the committee. These are as follows:

Duties of the Chair

The Chairman should have an agenda ready. This is simply a planned list of items to be discussed or accomplished. This helps the committee to proceed with the business.

The chair receives task assignments from the chapter president. It is then the chair's duty to communicate this task to the committee. The chair may wish to assign each committee member specific responsibilities. However, the chair should supervise and HELP committee members with their individual assignments. The chair may be responsible for:

- Calling the meeting to order
- Outlining the task or issue to be handled by the committee
- Asking for suggestions from committee members
- Summarizing and leading discussion of suggestions made in the group
- Directing group in reaching a decision
- Adjourning committee meeting
- Reviewing notes of meeting with committee secretary
- Preparing or assisting secretary to prepare duplicate report of the meeting. Sees that secretary files a copy and turns in one copy to the secretary for the chapter files
- Prepares and ready to give a committee report at the next chapter meeting

Duties of the Secretary

- Records all decisions reached by the committee
- Prepares minutes of the meeting immediately after meeting is held and makes them available to all committee members
- Files a copy of the minutes for future reference
- Provides a copy of the minutes to the chapter secretary
- Assists in preparation of the committee report which must be ready to be given at the next chapter meeting

Duties of the Members

- Know committee obligations and attends all scheduled meetings
- Make positive contributions to the committee process
- Complete all accepted assignments on time
- Know goals and plans of the committee and supports those ideals at chapter meetings

Purpose of Committees

A committee is appointed or elected to consider, investigate, and make recommendations to take or not to take action and present a report of its findings back to the other members of the chapter. If the committee is to do more than report its findings or to make recommendations, it must be given specific directions concerning the extend of its authority.

Committees are used to help accomplish the work of the chapter. The effectiveness of the committees determines how productive the chapter will be. The most important reason committees are needed is that it is difficult to have the entire chapter working on a single project at once. Several committees made up of the chapter members can do a better job of organizing a project or an activity or research facts and reaching decisions. Additionally, a committee can usually work faster and is thus more efficient.

Types of Committees

Committees are of two types, standing and special/ad hoc. The standing committee is formed to remain in existence permanently and to fulfill a continuing function.

The special committee is formed as the need arises for a specific task.

Upon completion of its designated task, the committee automatically ceases to exist.

Examples of the two types of committees may be as follows:

Standing Committees Examples

1. Public Relations
2. Finance
3. Community Service
4. Social/Recreation
5. Hospitality
6. Education
7. Executive (made up of chapter officers and advisor and sometimes committee chairs)
8. Membership
9. Nomination/Election
10. Program

Special Committees

1. Decorations
2. Entertainment
3. Invitations
4. Food
5. Arrangements
6. Parade Float Design

