Remember that everyone wants to feel useful. Also, look for potential leaders within a committee.

11. Last, but not least, make sure to publicize your meeting times in a place where students can see them. The Daily Bulletin and Stroud Courier are two excellent sources.

Content compliments of East Stroudsburg University
Tips on Maximizing Participation

1. Keep goals realistic.

2. Make sure that the committee’s goals are agreed upon and frequently revised and reviewed.

3. Make sure that each member knows what is going on at the meeting and within the organization itself.

4. Make sure that members’ individual skills are being utilized.

5. Make sure that differences in opinion and conflicts are discussed and dealt with as they arise. If they aren’t dealt with promptly they can lead to greater conflicts further down the road.

6. Make sure that the decision making process is clear and easy and that it is understood by all committee members.

7. Make sure that the decisions made are group decisions.

8. Keep meetings at a reasonable length. Hold them in a good physical environment.

9. Build confidence within the group. This can be done by reminding the group of their strengths and accomplishments. This includes reaching their established goals.

10. As a committee chairperson distribute the work among the committee to avoid committee burn-out and hold the committee interest.