

13. Know problem-solving techniques
14. Remember to express appreciation to your members.
15. Be willing to get your hands dirty – work along side your committee members. Don't get in the habit of delegating responsibility without assuming any yourself.

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## **GUIDELINES FOR RETAINING MEMBERSHIP**

1. Help members meet their needs-get to know them personally.
2. Show an interest in the “total person”- not just what occurs at a meeting.
3. Try to do things together socially. Attend a film, concert, or other social event together, and then go out together after the event or meeting.
4. During the meeting, have the committee divide into smaller groups to discuss ideas and problems. This will give various members more of an opportunity to interact.
5. Let different members run various areas of the meeting.
6. Delegate all tasks so that each member has a reason to come to meetings and to stay on committees.
7. Encourage shy members to participate and speak up.
8. Have entire committee decide democratically on programs.
9. Provide the information a member needs to work on a given task.
10. Take time to know your committee.
11. Give your responsibilities your own personal touch.
12. Be organized (goals, objectives, job descriptions, etc.)