

# COMMITTEE MEMBER GUIDELINES



## Committees

- increase the effectiveness of LWML;
- develop objectives and action plans that will address our overall mission and the primary focus areas;
- implement those plans; and
- play an integral part in the district convention!

## Committee Member General Guidelines

- Ask for clarification if something is not clear.
- Be prepared.
- Do not hesitate to comment, criticize constructively, or disagree.
- If you disagree, do so at the proper time and in the proper way.
- Listen to one another and pray for one another.
- Give your opinions without dominating.
- Support committee decisions and one another.
- Complete your assignments in a timely fashion. Please observe deadlines!
- Find joy in being part of the LWML!

## Communication Norms

- When sending an email, put LWML in the subject line, and then a topic.
- When sending an email with a different topic, please send a new email or change the subject line.
- Respond to all emails/phone calls within 24–48 hours. (If you do not have time to fully answer a question or complete the task requested within that time frame, at least reply that you have received it and give the sender information about your situation.)
- When you send information to another committee member or the Vice President, copy the chairman.
- When you reply, Reply All.
- When you will be away from your computer for more than two–three days, let your committee members and Vice President know.