

# Troop 278 , Ahwatukee

## Committee Meeting / Committee Officer Expectations

### Purpose – Expectation Setting

- These meetings are held monthly usually on the 3<sup>rd</sup> Weds. at 7:00pm for approx. an hour.
- Minutes for every meeting will be published by email/web and will include the initial agenda for the next meeting. If needed an updated agenda will be published within a week prior to the meeting along with a meeting reminder/invite and logistics.
- The following officers are expected to attend every meeting or arrange for alternate representation as needed in their area: (e.g. another officer or alternate\*)
  - Chair, Advancement, Secretary, Treasurer, SPL, Scoutmaster
- All committee officers are expected to respond to meeting agendas (to at least secretary/chair) to indicate attendance. This is to ensure we have adequate accommodation for the meeting and so we know if attendance will be too low to be effective.
  - It is expected that all committee officers will attend a committee meeting at least once per quarter or whenever a report out in their area is needed – if you cannot commit that level of attendance you should probably consider alternate volunteer positions.
- Everyone values their time so we like to make our meetings short and efficient.
  - If you need to add an agenda topic please inform the chair/secretary ~ 1 week before the meeting, New Business topics identified during the meeting may get deferred to the next meeting if there is limited time.
  - Review action items you have from previous meetings and be ready with status updates. If you're on the agenda be ready (materials) or let the Chair know ASAP of any issues.
  - Please review (bring?) materials sent to you by email by 5 pm the day before the meeting
  - If you are presenting on a topic please email out any materials well in advance - by the latest by 5pm on the day before the meeting (or bring ~10 printed copies to the meeting).
  - Always send electronic copies of all materials presented at meetings to the Secretary (for inclusion/reference in the minutes.
  - Please arrive a few minutes before the meeting is scheduled to start
  - Please anticipate that the meeting might run over the scheduled agenda time by ~15 mins
  - Focus on necessary communication for decision making at the meetings. General updates & communication can be accomplished by handouts/email before/after the meeting.
  - If you'd like to have a general discussion on an issue – plan to have it outside the meeting and bring (a) specific proposal(s) to the meeting from those discussions.
  - Handle individual discussions with other committee members outside the meetings
  - It will be very challenging to complete our meetings in 1 hour with a much larger set of officers on the new committee.
- We sometimes discuss sensitive individual matters during the committee meetings. You are expected to keep confidential the details of any discussions about individual Scouts/Parents. You may freely discuss any items that are communicated in the Committee Minutes - to the extent that is disclosed there.
- We may decide to define meeting facilitation roles to make our meetings run more smoothly – Please be ready to take on these roles if you are asked:
  - Timekeeper, Gatekeeper (normally the Chair), Scribe (normally the Secretary).

\* Alternates don't carry your vote or count for a Quorum – except that the ASPL may vote in place of the SPL. An ASM is expected to attend for the Scoutmaster in cases of his absence.