

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 chairman, 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 Chairman

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

The chairman receives the task assignments from the Chapter President. It is then the chairman's duty to communicate this task to the committee. The chairman may wish to assign each committee member specific responsibilities. However, the chairman should supervise and HELP the committee members with their individual assignments as much as possible. Usually the chairman is responsible for the following:

- Calls the meeting to order
- Outlines the task or problem to be handled by the committee
- Asks for suggestions from the committee members
- Summarizes and leads discussion of suggestions made in the group
- Directs the group in reaching a decision
- Adjourns committee meeting
- Reviews notes of meeting with committee secretary
- Prepares or assists secretary in preparing in duplicate the report of the meeting. Sees that the secretary files a copy and turns in one copy to the secretary for the Chapter files

- Prepares and is ready to give a committee report at the next Chapter meeting. (See sample format in Appendix L.)

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 the 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, 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 whole 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: (see form for identifying HOSA committees for a particular year, in Appendix K.)

Standing Committees

1. Public Relations
2. Finance
3. Community Service
4. Social/Recreation
5. Hospitality
6. Education
7. Executive (made up of Chapter officers and Advisor)
8. Membership
9. Nomination/Election (see sample forms in Appendix)
10. Program

Special Committees

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