

COMMITTEE CHECKLIST

FOR COMMITTEE CHAIRS



SCHEDULING THE MEETING

- Check with key volunteers (via email or phone) for available dates
 - ◆ *TIP: Consider joining your meeting with a previously scheduled committee meeting, especially if many of the attendees participate in both committees*
- Confirm a date that works for key volunteers, HNC board members, and chairperson
 - ◆ *TIP: M-Th at 6-7p.m. are typically the best days and times for optimal attendance*
- Confirm that the time you have chosen works for the Vice Chair (vicechair@hermonnc.org) as they will need to begin the Zoom webinar for you
- Email committee members and HNC Board members the confirmed date/time/location for meeting
- Email the webmaster (website@hermonnc.org) with the meeting date and time
- Email the Vice Chair (vicechair@hermonnc.org) to coordinate the mailchimp email blast, Facebook posting, and any other social media postings
- Post the meeting date, time, and topic on nextdoor.com
 - ◆ *TIP: most committee meetings will be referred to as a "Joint Board and Special Ad Hoc xxx Committee Meeting," with exception of the Standing Committee meetings to be held per the by-laws as follows: Finance and Outreach Committee meetings are to be held prior to each General Board Meeting (meetings held on the second Thursday of January, March, May, July, September, and November). Additional Finance and Outreach Meetings can be scheduled at other dates/times, however they would be referred to as a Joint Board and Special Finance (or Outreach) Committee Meeting.*

PREPARING AND POSTING THE AGENDA

- Prepare the Agenda for the Meeting (using the 2020-2021 Agenda Template).
- Send DRAFT agenda to Vice Chair of the Committee and/or Chair of the HNC Board for initial review (vicechair@hermonnc.org)
- Once finalized, email agenda to ncsupport@lacity.org and physically post at the following three locations:

- ◆ 1. Fresco Community Market on the bulletin board;
 - ◆ 2. Hermon Dog Park on the bulletin board;
 - ◆ 3. Hermon Fellowship Center at 5800 Monterey Road
- NOTE: These actions (email to ncsupport@lacity.org and physical posting to the above 3 locations) are REQUIRED to occur as follows: 24 hours before SPECIAL committee meetings and 72 hours before GENERAL meeting, the latter of which only applies to the Standing Committee meetings for Finance and Outreach as described above).
- Email agenda to committee and all HNC board members
- Post the agenda to Nextdoor.com, ask Judy Shane and/or HNC Board Members to post too
- Send the agenda, a promotional summary of the meeting, and supporting/promotional graphics to the Vice Chair (vicechair@hermonnc.org) for eblast and posting on Facebook and Instagram as appropriate
- Email finalized agenda to the webmaster (website@hermonnc.org) for posting on website
- Contact the Vice Chair (vicechair@hermonnc.org) to finalize scheduling the Zoom webinar for the meeting. Go over specifics for running a meeting on Zoom.

CONDUCTING THE MEETING

- If taking place on Zoom, explain how stakeholders can participate via Zoom and via phone
- Collect names and contact information of attendees/committee members
- ◆ Designate a committee member to take notes of the meeting
- Call the meeting to order and follow the agenda
- Name a Vice Chair (if the first meeting)
- Schedule the next committee meeting
- Assign follow up/action items to various committee members

MEETING FOLLOW UP

- Collect notes from the meeting
- Follow up with committee members with reminder of next meeting and assigned action items
- Post and update regarding the meeting to Nextdoor (or send a summary to Nextdoor Lead)
- Provide an update on the committee meeting at the following Board Meeting