

## 26 Ways To Build A Committee Team

- Encourage Committee Members To Feel A Sense Of Ownership In The Committee
- Share Responsibility For Committee's Functions With The Committee Members.
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- Encourage Members To Use Each Other As Resources.
- Strive For Open And Honest Communication.
- Make Sure Attention Is Given To Both Getting The Task Done And The Interpersonal Relationships Among Committee Member.
- Do Not Feel That The Chairperson's Job Is To Do Everything; The Job Is To Make Sure Everything Gets Done.
  - Be Available To Committee Members.
  - Keep Up To Date With Committee Members' Progress.
  - Make Decisions By Means Of Group Consensus.
- Involve The Committee In All Stages Of The Program, Form The Initial Goals Setting And Planning To Evaluation.
  - Be Positive.
  - Show That You Have Confidence In The Committee Members.
    - When You Are Wrong Or Make A Mistake, Admit It.
- Keep Lines Of Communication Open So That Committee Members. Know Developments That Affect Them.
  - Never Criticize Another Member In Public.
  - Give Praise Openly And Generously.
- Be Sensitive To Feelings, Especially Those That Are Unexpressed.