

### **Tips on creating a connected committee**

Below are some tips on how to create a club committee which is effective, collaborative and aligned whilst all committee members feel valued and supported.

**1. Set an example.**

As a leader of a committee it is important to demonstrate respect, transparency and inclusivity in all interactions with the committee and all members. You should create a supportive and inclusive environment.

**2. Get to know each other.**

It is important that all committee members know each other and are welcoming of new members. This helps to create a comfortable, inclusive environment for all.

**3. Embrace diversity within the committee.**

Create opportunities for committee members to share their backgrounds, expertise and insights in all discussions and decisions.

**4. Promote collaboration.**

Encourage members to work together in tasks.

**5. Make sure all committee members agree on the club's purpose and are aligned.**

It is important that all committee members are on the same page and are aligned in their way of thinking.

**6. Ensure everyone has a clear role and description of their job.**

Everyone knowing their role within the club helps to ensure all work gets completed and no one feels lost within the club.

**7. Welcome new committee members.**

Setting up time to introduce, welcome and get to know new committee members helps to create a comfortable environment.

**8. Reward and acknowledge committee members.**

As committee members are volunteers, it is important to acknowledge them so that they feel valued.

**9. Provide support.**

Support and guide committee members as required.