

MDRT Committee Chair Guidelines

How to Lead a Meeting

Call to order

- Make sure all members are present.
- Start your meeting on time by stating: “I hereby call this meeting to order.”

Welcome committee members

- Begin with a quick welcome. Discuss the goals of the meeting, including the agenda.
- Invite all members to participate. Their diverse experiences and backgrounds matter in this collaborative effort.
- Thank everyone for volunteering their time.

Review of last year’s committee results

- Review the results from last year’s committee to give a feel for what has been done.

Committee business

- Address each specific assignment presented to the committee.

Voting

- Motions and amendments need to be seconded.
- If a motion has an amendment, vote on the amendment first, then on the motion. Majority rules the Chair’s last vote.

Adjournment

- Once the business of the meeting is completed, the Chair should ask: “Do I hear a motion to adjourn?”

The Chair’s Responsibilities

Pre-meeting:

- **Committee member selection:** At the MDRT Annual Meeting, Chairs meet with DVPs and MDRT staff liaisons to review lists of potential committee members.
- **Committee member welcome:** Once they have been accepted, contact committee members to welcome them to the committee and thank them for their involvement.

During a meeting:

- **Ensure order:** Keep time during the meeting, and ensure all members are present.
- **Keep discussion focused:** Address ideas with clarity and pertinence in mind, and encourage participation from all members.
- **Agree on an action plan:** After summarizing decisions, outline the specifics of what must be done.
- Review **charges:** At the end of the meeting, make sure each charge has been addressed. Record all:
 - Actions — specific outline of what is to be done
 - Assignments — names of committee members and what they are to do
 - Deadlines — when actions are to be completed
 - Additional recommendations — if added, review these
- **Evaluate the meeting:** Was everything accomplished? Ask if anyone has anything more to contribute.

Post-Meeting:

- **Collection of assignments:** Coordinate with committee members to ensure that all committee assignments are completed and submitted to MDRT staff.
- **Chair reports:** Write four reports throughout the year, addressed to the committee DVP on the status of the committee's charges. Submit these to the MDRT staff liaison, who will confirm that the report is complete and pass it on to the DVP.
- **Committee member evaluations:** Write an evaluation on the performance of each member of the committee, and submit this to MDRT headquarters.
- **Understanding Committee Decisions:** If an opportunity arises for your committee to generate a new initiative to meet the committee charges, follow this procedure so decisions can be made without delay:
 - Four individuals contribute to this decision-making process: the committee Chair (representing the entire committee and their wishes), the DVP, the Executive Committee liaison and the MDRT staff liaison. If any one of these four people is in disagreement (not unanimous) with any part of the concept implementation, budget or timeline, it is to be presented to the Executive Committee to determine a course of action.