



## **ROLE OF APBS COMMITTEE MEMBER**

Being a committee member is not only about attending meetings but also about working with the other committee members to reach a consensus about the business before it.

Committee members should make decisions as a collective group. Collective responsibility entails members supporting a committee decision even though the member may not have voted in favor of it or may have been absent from the meeting. Members are responsible for ensuring that all decisions are taken in the best interests of the Association for Positive Behavior Support (APBS) and in accordance with the APBS' mission, aims, and objectives.

The whole APBS community, including all staff, volunteers, leaders, are expected to act in accordance with the core values of the organization which include selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

Unless explicitly stated in the terms of reference, members of committees are not at meetings as representatives of a particular group. Members are on committees as individuals, and are chosen because they have skills, knowledge or interests relating to the areas dealt with by the committee. While members may be nominated or from a particular group and can bring the views of that group to the meeting, the interests of the APBS must always be the overriding consideration.

It is important to remember that, whatever the item under discussion, a committee is not empowered to discuss individuals or individual cases unless this is explicitly set out in the committee's terms of reference.

Specifically, committee members should

- Endeavour to attend all meetings or send apologies to the chair for absences.
- Provide comments on papers where you are unable to attend.
- Prepare for the meeting by reading the agenda, papers and any emails before the meeting.
- Talk to the chair before the meeting if you need to clarify anything.
- Arrive on time. Stay to the end.
- Participate fully in the meeting, listening to what others have to say, contributing positively to the discussion, and providing concise comments.
- Draw attention to any potential conflicts of interest that may arise in the meeting.
- Fulfil any responsibilities assigned to you at the meeting and be prepared to report back on your progress at the next meeting.
- Maintain confidentiality where required.



**Committee Members:**

- Attend the meetings of the committee.
- Inform themselves on the issue at hand as much as they are able in advance of the meeting.
- Keep the discussion centered on the matter at hand.
- Keep the discussion moving toward the objective.
- Express own point of view clearly and concisely.
- Accept responsibilities promptly and cheerfully.
- Encourage shy members to express themselves.
- Be willing to accept the decisions of the majority.
- Help to avoid obstacles and conflicts within the group.
- Keep issues on an impersonal basis.
- Fulfill the committee assignments quickly and report back promptly.
- Often select their own chairperson and recorder.
- Seek to understand the committee assignment and work to complete it.
- Try to understand and use the ideas of all members.
- Help to reach committee decisions and follow through in the final disposition of the work.
- Evaluate their own contributions to the committee and share the responsibility for evaluating the work of the committee as a whole.

**Committee Chairpersons:**

- Call meetings and arrange for the notification of members.
- Make plans for meetings of the committee.
- Contribute to the appointment process.
- Serve as a resource to the designated committee.
- With the help of the committee, define needs, problems, and methods of delivery and evaluation.
- Report recommendations of the committee to the council.
- Delegate responsibilities to committee members.
- Keep a file of subject matter resources.
- Act as leader when initiatory action is called for.
- At the beginning of a meeting, state the purpose of the meeting and lay out the task of the present meeting and propose some logical method for proceeding (or delegate this task).
- Act as a spokesperson to report progress to the council (or delegate this task).