

ELD Committee Membership Best Practices

The ELD Committee Membership Best Practices provide ELD members interested in volunteering for committee work with an understanding of the expected level of participation associated with service on an ELD committee. This document will assist committee chairs in determining if members of their committee are meeting these basic expectations.

- Committee members understand the committee's charge
- Committee members will treat each other with respect and consideration to create a collegial, inclusive, and safe professional environment
- Committee members are encouraged to keep an open mind to others' opinions
- Committee members should agree upon the frequency of meetings. Committee chairs, in consultation with their members, will determine if/when meetings should be canceled.
- The technology used for holding virtual meetings should be accessible to all committee members.
- Committees will decide on a reasonable timeframe for sharing minutes following each meeting.
- Committee members are expected to take part in at least half of the total meetings held in a given year. Conflicts occasionally arise that prevent the member's attendance. When such conflicts occur, the member shall communicate this to the committee chair as soon as possible.
- Committees are encouraged to collectively define expectations for active participation that extends beyond simply attending half of the committee's meetings.
- Be willing and able to take part in committee activities and carry out assignments in an agreed-upon time.
- If a member is not meeting these expectations, the committee chair in consultation with the Executive Committee could reevaluate the member's status.