

Northern Community & School Recreation Coordinator Program



TOP TEN WAYS TO MAKE YOUR STEERING COMMITTEE *WORK!*

Work: *intransitive verb* to be successful, effective or achieve a desired result
(Encarta Dictionary: English)

NC&SRCP Objective:

To ensure community direction and support through the development of a community based steering committee.

The most common issue amongst communities participating in the Northern Community & School Recreation Coordinator Program is the difficulty experienced in developing and sustaining an effective Steering Committee. While there can be barriers that prevent a Steering Committee from *working*, there are also many examples of Steering Committees that do *work* and have done some AMAZING things. So, we decided to ask the experts and collected the TOP TEN ways to make a Steering Committee *work*:

1. Have a strong **LEADER**; someone to rally a group of diverse, motivated people that share common goals and value the importance of sport, culture and recreation in their community.
2. Share a **MEAL**; whether you meet over lunch, supper or coffee break, food brings people together.
3. Be **ORGANIZED**; have and stick to an agenda, follow through on discussion and action items.
4. Meet **CONSISTENTLY**; have meetings the same time, same place every month. Set a time frame for meetings, get down to business and stick to it (i.e.: 1-hour and no longer).
5. **COMMUNICATE & PROMOTE**; have a system for communicating meeting logistics to all members (i.e.: email/text reminders, bulletins, radio, etc.).
6. **YOUTH** membership; have at least one representative from each target age group; ensure opportunity for their input during meetings.
7. Specify **TASKS & ROLES**; ensure members know *why they are there?* What specific tasks are expected of each member (i.e.: take minutes, provide budget, report to group, get feedback, provide input, etc.).
8. **POOL RESOURCES**; determine from the start what members have to offer and how they will share and pool resources to achieve their goals (i.e.: time, facility, equipment, program dollars, administration resources, etc.).
9. Seek out **TRAINING OPPORTUNITIES**; determine what (if any) additional skills and capacities are needed within the committee or community, seek out training opportunities and encourage and support members to attend (resources available through NC&SRCP).
10. **HAVE FUN**; find fun ways to enjoy each other's company and say thank-you.

Have other tips or ideas...let us know!

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