![Coalition of community boards — Sunshine Coast logo]

Notes made from Workshop

What Could Committees look like in the new COVID world

5 August 2020 @ your place using zoom

- What are the roles and responsibilities of committees and their members?
- What adjustments could your committee make to function easier in a COVID world?
- How do committees recruit in this new environment?

With Bea Rogan and Mark Wischnat

Q. Does your organisation have a team culture?

- We work well together, however feel a little burnout with COVID.
- Feels like we are fairly unified but often feels like the same people doing most of the work. We have a number of 'silent' members so moving them from silent to action would be good
- We have an orientation session each year on governance to align the committee. We keep front and centre "the good of the organisation" as the purpose of our committee contribution. We also work hard on organisational relationships and groups within our organisation as we have a number of sub groups.
- We have a diverse group, both experienced and new. We work hard on being clear what is governance and what is management / operational. Sometimes it feels like it takes a lot of time to get across all the issues that we need to consider.
- Our group has full disclosure and really good communication, lots of it by a FB group. We have a Dignity Policy that combines behavioural guidelines and code of conduct, at the moment that works well. Our structure is also really clear for everyone to follow

Suggestions put forth during this discussion

- Treat your committee like a workplace group with employees, if individuals need time out to recharge encourage this to prevent full burn out.
- Practice self care of one another on your committee and with your volunteers
- The Chair or President's role could include caring or looking out for everyone else on the committee. Or this could be a designated role for someone on your committee who is good at listening and looking out for.
- Find people's passions to "activate" them, draw on their skills – this can be one way to try and spread the load and increase engagement.
- Put time and energy into welcoming members, supporting them, being inclusive – this is what builds team. Also Cakes, Cuppa's and Socialising build team and goodwill.
- Food nourishes teams!

Roles of the Committee

- Provide vision and leadership for the group.
- Monitor and evaluate that the agreed principles, values and ethics of the organisation are evident in the functions of the organisation. By doing this it ensures that the organisation is functioning in a way that is accountable to its members. The committee is accountable to the group's members.
- Also the committee ensures that relevant legislation is complied with and provide financial oversight.
- Committee is also responsible for maintaining the wellbeing of staff / volunteers.
- Actual roles within the committee – mark send around in notes a separate handout.

What COVID 19 might mean for how committees function

- Like any disruption or significant change to the organisations landscape communication with volunteers, sub groups, groups, staff and the rest of the committee is vital. Staying in touch and keeping lines open is essential to keep everyone engaged and informed.
- COVID might mean communication cannot be done face to face so explore how technology can assist with this. Some groups say that the reduced travel time that communicating using technology provides is something they will keep well beyond COVID.
- If new to using these technologies start off small and then scale up as understanding builds across the group
- Email communication in full threads rather than doing individual emails so that the whole conversation is captured and everyone can see it.
- Some organisations have moved to using https://www.dropbox.com/ as a way to centrally store documents and communications for members to access
- Other idea is using facebook groups as a way to communicate.
- Zoom or skype can be useful for working through meetings, (perhaps start small with executive meetings and then scale up to full committee or working groups).

- Suggestion was made that clear chairing is just as useful when having virtual meetings as it is with face to face meetings. Also developing some simple protocols may be necessary to ensure that meetings by skype or zoom still function effectively in reaching good decisions. Also it was acknowledged that not having face to face get togethers can be difficult for some people so be mindful of this. Support these people if they are in the minority and discuss ways that they can still participate with the committee.
- Training sessions might be useful to help some members get over the initial hurdle of using some of these technologies. Some of the group stated that they have found using these technologies, particularly zoom much easier to use than they initially expected.
- If internet speed is poor that makes their use very difficult.

Two useful diagrams to consider from the powerpoint slides

Roles & Responsibilities

Positive Team Culture

Connection with the community
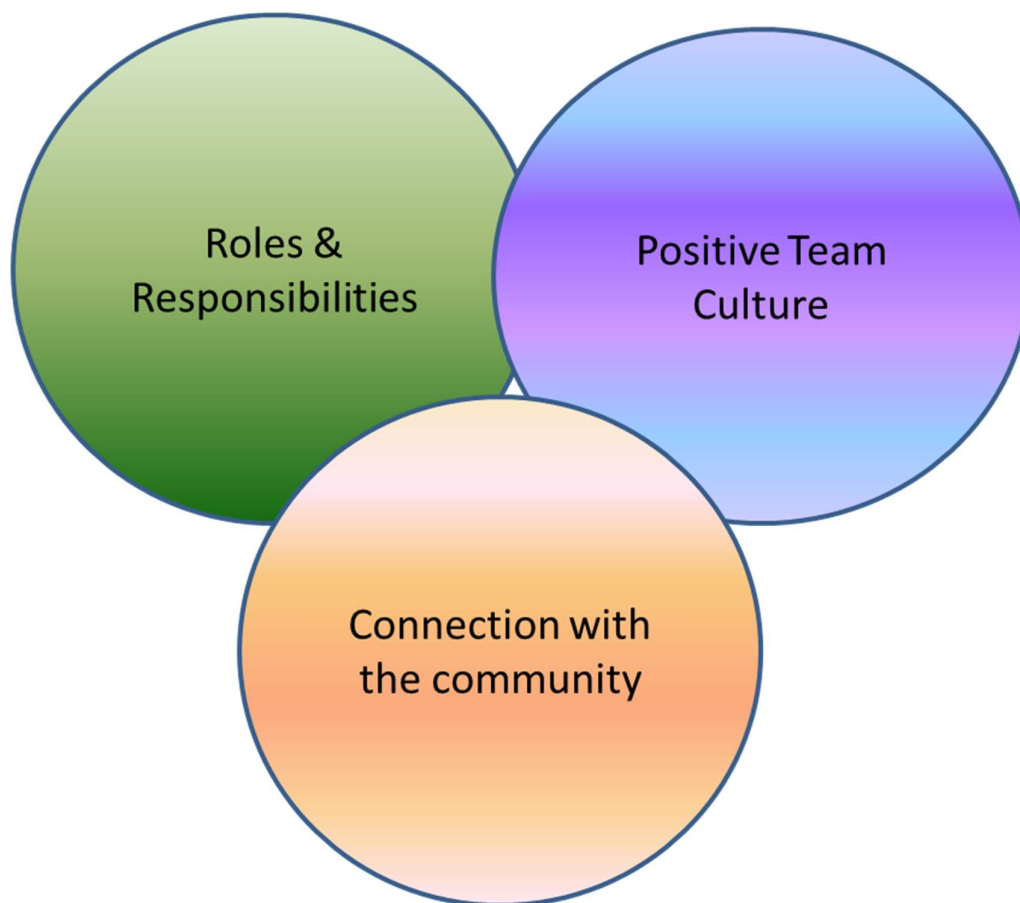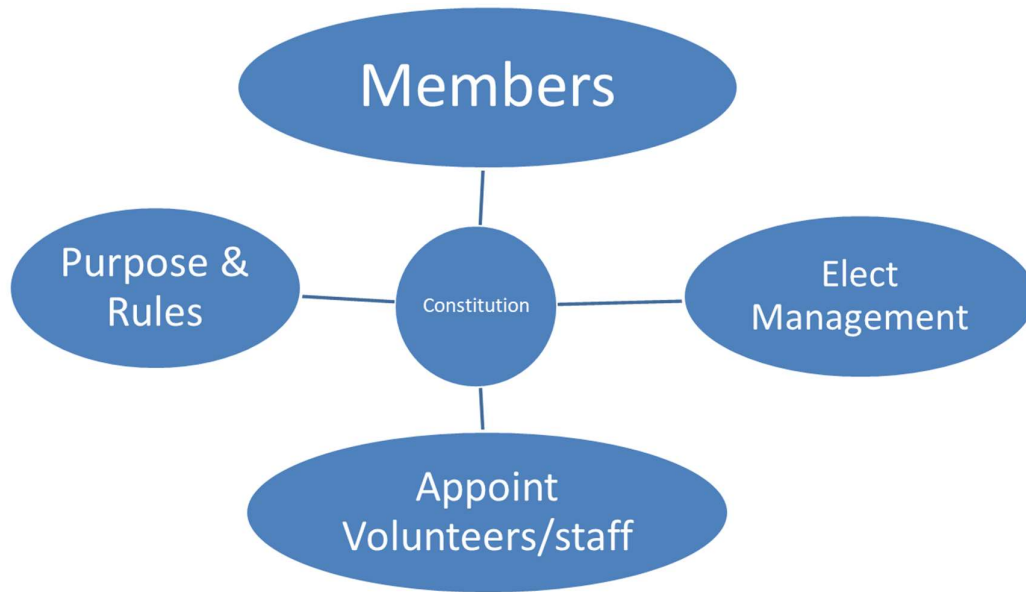
Participants and their organisations

Organisation	Name
Buderim Craft Cottage	Kay
Naradell	Narelle
GMAN	Carol
Mooloolah Eudlo Local Disaster Management	Jason
Sunshine Coast Council	Jane
Gherulla Hall	Michelle
Community Action	Ruth
SC Coalition of Community Boards	Bea & Mark