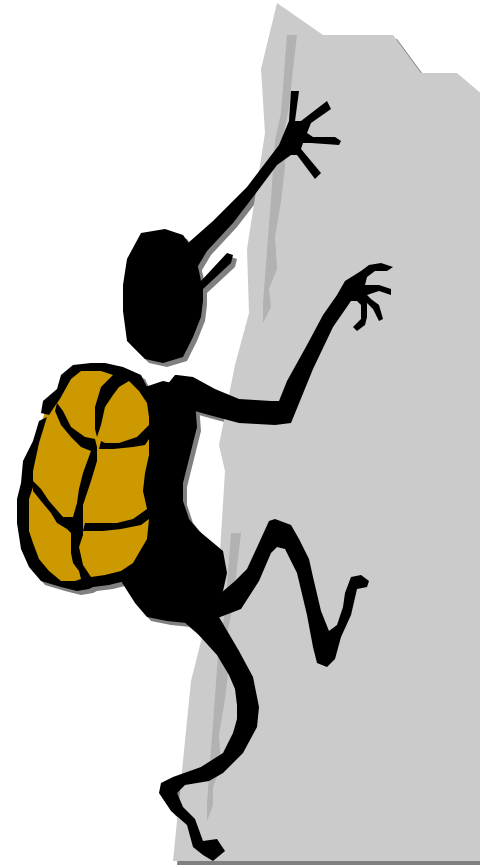


Elements of an Effective Goal

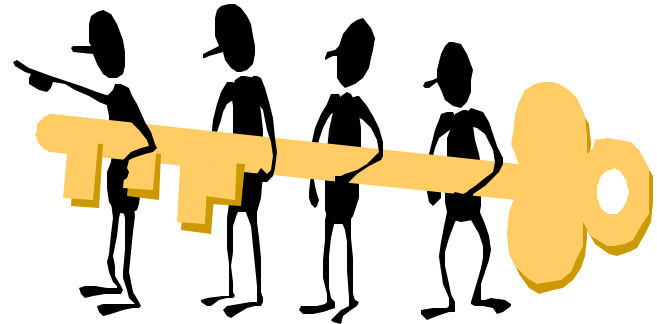
A goal should be:

- Achievable
- Challenging
- Shared
- Measurable



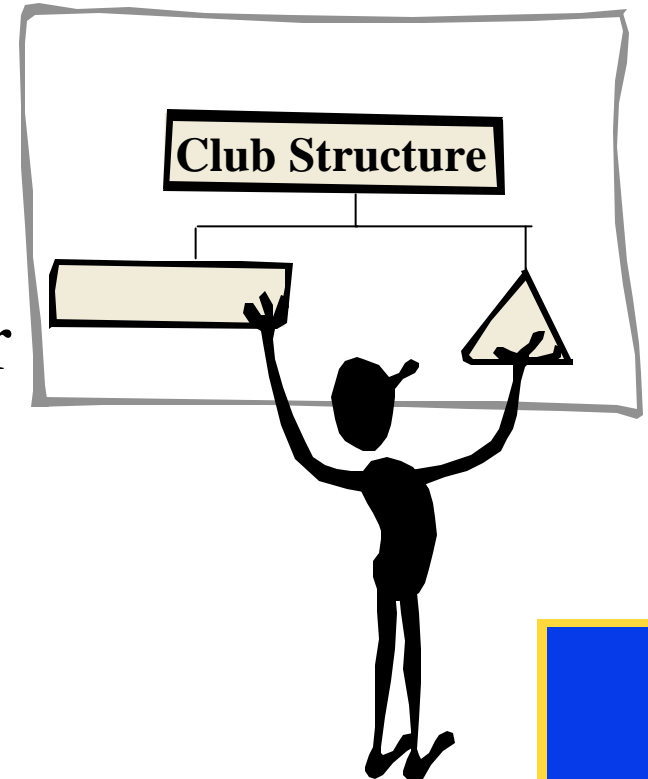
Strategies for Achieving Goals

- Develop *action steps*
- *Delegate* responsibility
- Establish a *timeline*
- Determine *criteria* for measuring progress
- Utilize *tools* and *resources*
- *Evaluate* progress - learn from experience



Basic Committee Considerations

- Consider club plans for the coming year.
- Determine how to involve new members
- Determine how to involve inactive members.
- Review programs carried over from the past year.
- Coordinate committees that have overlapping activities.



Guide to Effective Committees

- Define the purpose
- Consolidate, eliminate, expand, or add committees as necessary
- Appoint members based on their personal interests and talents
- Concrete assignment
- Limit membership to those necessary to complete assignment
- Record meetings, plans, decisions, and results