



Executive Summary

Inside the School 20-Minute Trainer: *How Can School Committees Be More Effective?*

Comedian Fred Allen once joked a committee is a group of people who individually can do nothing but as a group decide that nothing can be done.

Joking aside, an organization that effectively uses strong committees understands the power they can have. The trouble is that forming a strong and influential group is easier said than done. **Inside the School's 20-Minute Trainer: *How Can School Committees Be More Effective?*** identifies how to select a committee, how to establish a time frame for meetings, how to choose committee leadership, how to set the goals and how to dissolve the committee.

How Can School Committees Be More Effective? will explain how principals can plan committees before they are formed and encourage more staff participation. The principal sets the committee's parameters, chooses the number of meetings, creates time limits for meetings, and defines a committee's purpose. Volunteer committee members know how much time to set aside for the committee and they know that they won't waste time discussing issues that aren't related to the committee's goal. After viewing this 20-Minute Trainer, you'll be able to plan better for committees and you'll have more volunteers to do the work.

After viewing the 20-Minute Trainer you will be able to:

- Select committee members
- Identify the committee's charge
- Set a timeline
- Identify the outcome of a product
- Know how and when to dissolve the committee

About the Presenter: Suzanne Tingley

Suzanne Tingley began her career in education by teaching English in Paraguay, South America as a Peace Corps Volunteer. She served as an elementary school principal for 3 years and then became a superintendent of schools, retiring after 15 years in that position.

Tingley has published over 60 articles in education journals including seven commentaries in *Education Week*, the education journal of record.

She is an adjunct professor for the State University of New York in the Department of Education Administration. In 2007 she was named a "Woman of Distinction" by the New York State Senate. Tingley holds a BA from The Ohio State University and an MS from the State University of New York at Oswego.

20-Minute Trainer:

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