[Committee Co-chairs webpage](https://committees.kccd.edu/Bakersfield%20College%22%20%5Ct%20%22_blank)

As committee co-chairs, there are several best practices you can follow to effectively lead and manage your committees. Here are just a few:

1. Clear Roles and Responsibilities: Begin with [Committee Co-Chairs Duties](https://docs.google.com/document/d/1AR0n3iKSw5YngzpDPkHM0wKWEAgX1hp4/edit?usp=sharing&ouid=111137732693986250394&rtpof=true&sd=true). Clearly define the roles and responsibilities of each co-chair to avoid confusion and ensure effective coordination. Assign specific tasks and areas of expertise to each co-chair based on their strengths and interests. This may happen organically as you and your co-chair get to know each other.
2. Effective Communication: Establish open and transparent communication channels within the committee. Hold regular meetings, both in person or virtually/hybrid through Zoom (non-Brown Act). To discuss progress, address concerns, and share updates, utilize campus email, Canvas, committee websites, shared drives (Google, SharePoint) to stay connected between meetings. Update your committee page regularly with vital information and links for the BC community.
3. Shared Vision and Goals: Develop a shared vision and set clear goals for the committee. Look to the College’s Mission and Strategic Directions to ensure that all members understand and align with the objectives to foster a sense of purpose and motivation. Regularly revisit and evaluate these goals to track progress.
4. Training, Delegation and Empowerment: Provide training to committee members. Either set aside time during committee meetings if possible, create documents, videos, modules in Canvas. Delegate tasks and responsibilities among committee members. Empower them to take ownership of their assigned tasks while providing guidance and support when needed. Encourage collaboration and create opportunities for members to contribute their ideas.
5. Effective Time Management: Manage the committee's time by setting realistic deadlines and prioritizing tasks. As you create your schedule for meetings, be consistent; don’t change meeting times mid-stream. Agendas should allow time for reporting out, discussions, and important milestones. Respect everyone's time and encourage punctuality during meetings. Table agenda items that can wait so meetings can end on time.
6. Inclusive Decision-Making: Foster an inclusive and participatory decision-making process. Encourage diverse perspectives and ideas from committee members. Ensure that everyone has a chance to contribute and that decisions are made collectively, considering different viewpoints.
7. Conflict Resolution: Address conflicts or disagreements that may arise within the committee promptly and effectively. Encourage open dialogue and active listening to understand different perspectives. Mediate disputes impartially and find common ground for resolution.
8. Documentation and Organization: Maintain clear and up-to-date documentation of committee activities, decisions, and progress. Use shared folders, committee webpages, and/or Canvas to store and organize relevant files, meeting minutes, and action items. Make sure documents are accessible for accreditation purposes.
9. Recognition and Appreciation: Acknowledge and appreciate the contributions of committee members. Recognize their achievements and efforts both privately and publicly. Celebrate milestones and successes to boost morale and foster a positive working environment.
10. Continuous Evaluation and Improvement: Regularly evaluate the committee's performance and effectiveness. Seek feedback from members to identify areas of improvement. Implement changes or adjustments as necessary to enhance the committee's operations and outcomes. This is a good “closing of the loop” practice.

10+1. Collaboration between committee co-chairs (we are not working in silos): Reach out to your fellow committee co-chairs for feedback and advice on processes that may affect the work of other committees. Example: Program Review asks for feedback from on forms used in the program review documents.