Creating an Inclusive Committee

Group 1
1. Discuss goals and mission and get buy-in from everyone. The best way you can do is encourage and solicit input.
2. Informal meetings to spend time together without time or performance demands or constraints.
4. Don’t rush to a decision; accept when you don’t get your way, allow their voices to be heard.
5. If we are sincere in respecting each other and value their input in a safe environment, that should minimize friction.
6. Ask for volunteers, assign impartially when necessary.
7. You have to find out what their strengths are, encourage respectfully, allow people to grow with the possibility of failure.

Group 2
1. Use examples and stories of what goals and missions are. Members want to know that they are really contributing to something useful.
2. People have to have a real interest in the purpose of the committee. Deliberated social connections could be desirable, but not forced ones.
3. This group prefers email. It can be retrieved and consulted.
4. Talk about strengths.
5. Share unwanted tasks.

Group 3
1. Ensure members of the committee have a shared understanding of the meaning of “inclusion.” Delegation of tasks and deadlines.
2. Meet socially outside the committee’s tasks. (Happy hour, expressing gratitude)
3. Workflow management systems like Trello, Slack, Google, and face-to-face meetings.
4. Establish institutions to guide decision-making.
5. Refer back to mission, face-to-face communication.

Group 4
If you ask for someone’s opinion, listen to it and be open. Don’t censor it as a prior agenda. Look at the outcome, but don’t dictate how to get there.
1. Acknowledge the norm after everyone has participated.
2. Define the process and guidelines and abide by it.
3. Respect divergent opinions.
4. Encourage people to communicate, process for drawing people into the discussion is needed.
5. Clear guidelines for roles and responsibilities at least in the beginning. Allow for changes.
6. Don’t make assumptions, or question your assumptions.
7. Take questions at face value, don’t assume the intention.

Group 5
1. Defined goals and mission in writing. Allow for continual revision of goals and assign individual members specific tasks.
2. Tea and cookies, face-to-face regular meetings.

Group 6
2. Food.

Group 7
1. Written charge. Explicit goals. (Similar interpretation). Recognize how different people can contribute in their own way/play to strengths.
2. Informal gathering to casually get to know—no ice breakers?
3. Periodically summarize—get feedback on if everyone is on the same page. Notice goals.
4. Drinks! Help keep personal feelings out and focus on productive disagreement. Meet all sides with respect.

Group 8
1. Committee Chair holds people accountable for obligations. Delegates responsibilities according to strengths.
2. Follow up on action items (sets action items at the end of meetings).
3. Take good notes at meetings.
4. Make sure everyone has input—opportunity to give input.
5. Place for shared documents that everyone can access (Best). Good for people who don’t think on the spot.

Group 9
1. Understanding less.
2. Role understanding.
3. Finding common ground.
4. Not restrictive to meeting time.
5. Establishing communication methods.
6. Re-visit concepts of inclusion.
7. Respect.
8. Being proactive to minimize conflict.
9. Working to strengths.

Group 10
1. Fun things (social things) outside of work. Start by discussing power dynamics within the group.
2. Face-to-face communication with emailed minutes. Track people’s progress with an online tool such as Asana. Ensure everyone takes responsibility for checking in.
3. Regular check-ins to ensure clear communication. Distribute action items at the end of the meeting. Chair follows up to ensure progress on designated tasks. Buddy system?
4. Memo!

Group 11
2. Explore alternative meeting venues.
3. Communicate in person especially at the beginning—have a conversation and brainstorm. Then via email when needed.

Group 12
1. Individual restoration of goals. Shoot for minimal consensus making sure each is being heard.
2. Food budgets for food/beverage. Meet at cafes/Location matters.
3. Identify a chief “listener.” Be strict with time/lengths of meetings.
4. Acknowledge that some conflict is natural—to agree upon a solution for when it arises.
5. Conversation, discussion, recognize those members that might feel distrust or perception of less value/authority.
6. Work in pairs; the chair steps in where certain roles are needed or undesired.

Group 13
1. Agenda and Deliverables assigned. (Informal).
2. Social gatherings (informal). Effective committee work does not necessarily include a deep understanding of all members.
3. Use all methods when possible. Assign roles to each member to bring in to committee.
4. Use everyone an opportunity for input. Then try to build consensus.
5. Leadership should advance the conversation and resolve conflicts.
6. Notation of duties and take into account unique backgrounds to maximum productivity.

Group 14
1. Identify a chief “listener.” Be strict with time/lengths of meetings.
2. Acknowledge that some conflict is natural—to agree upon a solution for when it arises.
3. Conversation, discussion, recognize those members that might feel distrust or perception of less value/authority.
4. Work in pairs; the chair steps in where certain roles are needed or undesired.

Group 15
1. Meet as a group—decide on structure, set ground rules.
2. Branch!
3. Face-to-face meetings followed by email so everyone is included.
4. Create consensus processes—allowing and welcoming disagreement.
5. Create a system—facilitate work through Robert’s Rules already.
6. Assign roles based on self-reported talent. Identify most onerous tasks and rotate.