



Director or Delegate Checklist

- Have I completed my committee assignments and turned in my report?
- Am I prepared to answer questions about my report or recommendations?
- Have I read all of the material that was distributed in advance?
- Do I understand the issues that are planned for consideration at this meeting?
- Have I sought answers to my questions before the meeting?
- If I disagree with a proposal, can I describe my points of agreement and disagreement for others?
- If I disagree with a proposal, do I have an alternative to propose that might meet others' needs?
- Have I communicated with the chair so my motions can be processed easily and correctly?
- Have I filled in my motion form?
- Will I be on time (or preferably early) for the meeting?
- Once decisions are made, am I prepared to support them and move on?