

Diocese of Northwestern Pennsylvania Expectations for Meetings

As a member of a Diocesan committee we expect that you will:

- Be a person of prayer; that you will attend to your spiritual growth, development, and health
- Pray for the work of your committee
- Be a person of integrity
- Attend all meetings
- Prepare by reading the materials ahead of the meeting
- Participate fully in the discussions
- Speak openly and candidly in ways that are constructive
- Be a team player; you can certainly disagree, but the way you disagree is important
- Communicate the work of your committee to others in the diocese
- Foster relationships and networks around the diocese for communication
- Follow through on task assigned to you: on time and with excellence
- Be honest with your committee when life circumstances are such that you are no longer able to serve
- Have access to e-mail/internet at least 2-3 times per week

As a member of a Diocesan committee you can expect that:

- The committee and its work will have a clear purpose and vision
- Meetings will begin and end on time
- An agenda will be sent out ahead of the meeting which will include the beginning and ending times for the meeting and what is to be accomplished at the meeting
- Supporting documents will be sent ahead of the meeting whenever possible
- At the end of a meeting, time will be set aside to clarify any follow-up tasks
- Minutes/notes of the meeting will be sent out or posted within a week or as soon as possible