



Meeting Norms for Successful Women’s Committee Groups:

- Communicate respect in what you say, how you say it and your body language.
- One person and one voice at a time.
- Maintain confidentiality. Keep the group as a safe space.
- Share your comments with the whole team – not in “side-bar” conversations.
- Feel free to ask questions, and seek guidance and assistance.
- Be open to both giving and receiving positive and constructive feedback.
- Engage in positive listening skills.
- Agree to disagree and positively move forward.
- Be present both physically and mentally.
- Commit to being on time for all of your committee’s programming and the set time allocations.
- Address conflict by dealing with the issue, not the person.
- Document topics outside of the agenda and table them for a later time.
- Address issues and ask questions during the scheduled meeting. Avoid rehashing issues in a “meeting after the meeting.”

Rules of Engagement for an Effective Women’s Committee:

COOPERATIVE: Function in a manner that encourages open communication and sharing of knowledge across groups, while creating an atmosphere that promotes values, collaboration and participation of all committee members.

COMPASSION: As compassionate NYSUT women, we are our sister’s keeper and friend, committed to responding to her needs by supporting, listening, caring, empathizing and defending without judgment. We promise to be present, mindful and intentional in our actions.

FORGIVING: Let it go, move on. Use your emotional intelligence to control your personal emotions. Grudges can create stress and health issues. They are counterproductive.

GENEROSITY OF SPIRIT: Generosity of spirit is showcased through intentions and random acts of kindness, including hugs, encouragement, smiles, paying it forward and compliments.

GROWTH: Harness our diversity and our talents.

POSITIVITY: Treat others how you wish to be treated.

PRODUCTIVITY: Use a collaborative approach to carry out clearly defined goals focused on sustainable outcomes. Remain flexible and responsive.

INCLUSIVITY: Our circle is never really closed. Always leave space for new additions.