GENERAL DUTIES AND RESPONSIBILITIES OF ALL COMMITTEE MEMBERS

- Be open to share your time, talents and expertise for the benefit of the committee and the broader school community.
- Attend meetings as regularly as possible and be punctual.
- Be prepared for the meeting by reading minutes of previous meeting and the agenda.
- Send apologies if you are unable to come to the next meeting.
- Be prepared to listen attentively when others are speaking.
- Be co-operative at all times, sharing interest in the issues at hand and doing your best to ensure that the meeting runs efficiently.
- Present own view in logical, clearly understood terms and keep to the point.
- Do not try to monopolise the meeting by talking too long.
- Address the Chairperson when speaking. This will prevent a confusing crossfire of discussion among individual members.

Responsibility for what has been agreed should be shared by all group members.