



CPDM USA

**Section Guidance for the
Oversight Committee, Committee
Chairs & Executive Members**

Article 1

INTRODUCTION

The Section uses committees and panels to obtain independent expert advice and contributions on social, cultural, education, science and technology, business, economic, financial, health, politics, legal, policy and governance matters. For the effective achievement of its goals, the Section executives intend to work collaboratively with all and without exclusion.

Committee members are apolitical. Therefore, CPDM membership is not a requirement. The section seeks to include the views of all Cameroonians independent of political affiliations, religious beliefs and tribal origins. We encourage nominations of appropriately qualified nominees. Members must be Subject Matter Experts (SME) in their profession, industry and/or community leaders with demonstrated love for Cameroon.

Committee members are a group of astute professionals willing to volunteer their time, expertise and finances. Their objective is to foster, build better relations, and help realize the objectives of the re-elected Bureau under the leadership of the Section President, Patience Tamfu and Vice President, Sammy Ngalame. As part of their mission, the committees will act as facilitators and will work across party lines to deliver life changing initiatives that offer equal opportunities for all Cameroonians.

The Oversight Committee (Section's Liaison) works closely with the committees. The Oversight Committee (OC) is responsible for all decisions taken by the committee so members should satisfy themselves that the process for monitoring progress is sound. The Vice President, appointed by the Section President, heads the Oversight Committee. The Oversight Committee represents the Section and proposes objectives for each committee. However, the committee is given the latitude to further elaborate on the objectives as their work progresses.

Committees are set up so that a small group of Oversight Committee members (and sometimes co-opted experts) may focus in detail on a particular issue. Committees work on select initiatives. As with any delegation it is also essential that the members of the committee are committed, with relevant expertise and that they are given sufficient information about the role and appropriate support in carrying out their duties.

There are eight committees as follows:

- Education committee
- Science and Technology committee
- Cultural, Youth and Outreach committee
- Political and Legal committee
- Fund-raising and Finance committee
- Business, Investment and Economic committee
- Health committee
- Policy Reforms committee

Each Committee is a sub-committee of the Oversight Committee.

Article 2

MEETING AND ATTENDANCE

Membership

The Oversight Committee is headed by the Vice President (Chair). It shall consist of 12 members including the Vice President.

The committees shall consist of the Chair, Co-Chair, 5, 7 or 9 other members of the committee.

Appointment of Committee

Each committee shall at their first meeting following the Oversight Committee Kick Off Meeting with the Chairs and/or Co-Chairs, determine the members of the Committee until the next following OC Meeting. The Committee chair nominates member(s) for appointment by the Oversight Committee with the approval of the President.

Frequency of Meetings and quorum

The Oversight Committee shall meet not less than 1

time per month. A quorum at each meeting shall be 5 members. 5 votes are required to carry a motion. The Committee shall meet not less than 1 time per month. A quorum at each meeting shall be 3 members. 3 votes are required to carry a motion. The oversight committee shall meet quarterly with the committee Chairs and/or Co-chairs.

Record of Meetings

The Oversight-Committee shall ensure that an agreed written record of each of their meetings is forwarded to the Section.

The Committee shall ensure that an agreed written record of each of their meetings is forwarded to the Oversight Committee.

The responsibility for minutes will be rotational amongst members.

A written report / minute meetings will be provided, preferably 21 days from the meeting date.

Attendance

The Chair and Co-Chair shall normally be required to attend all meetings of the Committee with the Oversight Committee. Other members may, at the Chair's discretion or the Committee's request, attend meetings as required.

Article 3

THE CHALLENGE OF COMMITTEE PARTICIPATION

A committee is one of the most productive tools that the Section has to work with. Whether one is chairing a committee or is a committee member, her or she faces the challenge of getting involved in the work the committee was formed to accomplish.

A committee member's contribution and participation on the committee will determine its success or failure. If committee members participate, get involved, and encourage others on the committee to do so, the committee will be successful. Enthusiasm is contagious.

The recommendations of a committee have a direct impact on the decisions made by the Section. The energy a committee member puts into work on the

committee has a direct influence on the direction Section takes.

Functions of a Committee

The primary function of a committee is to contribute to the efficient operation of the section. In most cases, a committee is concerned with the communication of information and with assisting the leadership in the decision-making process by providing needed information.

... the basic purpose of a committee ... [is] to determine through its collective wisdom, which is usually superior to that of any one member, the best solutions to a problem.

- To advise the Committee Chair on general matters and ensure that the committee's objectives, are met.
- To make recommendations to the Oversight Committee on committee matters. The Oversight Committee is responsible for the final decision.

Committee Members

- Should be appointed because they are knowledgeable about or interested in the committee's area of activity.
- Should know who the committee chair is.
- Should know what the specific responsibilities of committee are.
- Should know what the section's vision, goals,

and objectives are.

- Should know what the responsibilities of the section liaison to the committee are.
- Should know what the past performance of the committee has been.
- Should know what the reporting procedure to the oversight committee is.
- Should establish only realistic attainable goals.
- Should give recognition to the committee chair and other members of the committee.
- Should get involved and participate.

Article 4

COMMITTEE PARTICIPATION

Committee members are asked to:

- Study the meeting agenda carefully before coming to the committee meeting and ask for clarification if any items are unclear. Review the supporting material.
- Stick to the agenda during the meeting. Bring up new business only at the appropriate time.
- Determine in advance how and what they will contribute to the committee meeting.
- Keep replies short and to the point. Seek information, do not deliver an oration.
- Speak in a voice everyone can hear. Wait until one has the attention of all the committee members before speaking. The Committee Chair should insure you the floor.
- Repeat remarks if you think they weren't heard.
- Sum up remarks of a lengthy discussion. Someone

may have forgotten your objective before you've finished.

- Don't hesitate to comment, criticize constructively, or disagree. Know your subject and ask for support from members who believe as you do.
- Make your comments at the proper time, if you disagree with the speaker.
- Ask for the floor rather than joining in aimless group discussion if you have a comment. If what you have to say is a genuine contribution and really does make a difference, don't let it get lost in confused conversation.
- Ask dissenters to summarize their convictions in a direct statement. This permits a more thorough examination of an idea that could be highly constructive when completely understood.
- Not hurriedly pass motions as they usually don't receive the consideration they deserve. Better to table them until the next meeting, when they can be discussed in detail, than to pass a motion you might regret later.

NB: Effective committees don't just happen. They are a combination of the right individuals, a mission, good leadership, [and] good membership (team) work.

Article 5

COMMITTEE CHAIRS – LEADERSHIP

Even with capable members on a committee, a firm goal to achieve, and the support of the committee members, a committee without strong leadership will be handicapped. The most consistent help for a Committee Chair will come from the committee members. To a great extent, a Chair's ability to work with the section and committee members will determine his or her success as head of the committee and leader in the committee.

The Committee chair nominates member(s) for appointment by the Oversight Committee with the approval of the President. The Oversight Committee will assist with the selection of committee members, setting objectives, and reviewing the work and communications of the committee. By keeping the oversight committee and committee members informed and familiar with the committee's activities

and progress, they will be able to advise you on problems with recommendations and can point out possible pitfalls.

The success a Committee Chair achieves will largely depend on his or her ability to preside and guide the committee to a definite goal. The following guidelines should assist Committee Chairs with running productive meetings:

- Always start the meeting on time and work with a definite agenda that has been sent to committee members in advance. Committee members should receive all the information relating to an issue, both pro and con.
- Periodically review the committee's charge relative to the objectives of the Section.
- Speak clearly. If you can't be heard, you can't exercise control. Make sure that each individual taking the floor talks clearly and audibly. Sum up what the speaker has said, entertain discussion, and obtain a decision.
- Make sure adequate minutes are kept of each meeting and that they are distributed to all committee members, and oversight committee.
- Guide, mediate, probe and stimulate discussions. Let others thrash out ideas; committees are not formed to validate the thinking of the chair or members. The committee belongs to the section, not to the Chair.
- Encourage a clash of ideas, but not of personalities. Good decisions are made when committees examine all sides of an issue, but don't let

members personalize the debate. Emotional discussion of an idea is good, but an emotional reaction to a person is bad. When emotions are high, return the floor to a neutral person, seek a factual answer, or take a break.

- Keep discussions on track; periodically restate the issue and the goal of the discussion.
- Monitor participation; control talkative members and draw out silent members. Deal with dysfunctional behaviors. Don't let a person who is blocking constructive discussion ruin the committee meeting.
- Use well-placed questions, seek points of information and clarification, and periodically summarize to keep the discussion focused.
- Keep the group focused on the central question and moving toward a decision. Call on the least senior members first to express their views; discussions tend to "close down" after senior members express strong views.
- Seek consensus, but unanimity is not required. Sometimes an idea is compromised by trying to get every last person to completely agree.
- Close the meeting by noting achievements. Check at the end of the meeting to see if members feel that all relevant subjects have been adequately covered.

How a Committee Meeting is Structured

Following is the generally accepted sequence, or order of business, that is observed for a meeting: Call the meeting to order on time.

1. Roll Call
2. Review the minutes of the previous meeting
3. Discuss and resolve agenda items as they are listed
4. New Business
5. Adjourn the meeting on time.

An agenda needs to be developed and sent to all members of the committee prior to the meeting. It should include all topics to be discussed at the meeting and should also include the date, location, starting time, scheduled breaks, and anticipated adjourning time. Any supporting or background material to further explain or detail the items on the agenda should also be included.

Article 6

COMMITTEE CHAIR RESPONSIBILITIES

- With the Oversight Committee (OC) Section Liaison's support, the Committee Chair develops a work plan that will allow the committee to effectively and efficiently discharge its responsibilities for the year. He or she plans agendas for committee meetings to accomplish the committee's goals.
- The Committee Chair and OC Section Liaison are responsible for keeping the Oversight Committee fully informed of committee activities. A written, quarterly report of goals and achievements should be provided to the Oversight Committee.
- The Committee Chair works with OC Section Liaison to ensure that the work of the committee is carried out between meetings. He or she maintains records and relevant information on committee work to interact knowledgeably with committee members and Oversight Committee and/or the Section.

- The Committee Chair reports to the committee on decisions of the Oversight Committee and/or the Section or other committees that may affect the committee's work or activities.
- The Committee Chair, where appropriate, guides the committee in proposing products and services that will further the goals and objectives of the association.
- The Committee Chair evaluates the committee's efforts and communicates accomplishments to the committee, Oversight Committee and/or Section leadership.
- In addition to the general committee charge, which outlines the committee's scope of activity, the Section or President may charge the committee with specific work. The committee Chair and OC Section Liaison are responsible for keeping the work of the committee focused on the charge and aligned with the section's strategic plan. At the conclusion of each year, the chair and OC Section Liaison are expected to make recommendations to the Section and President regarding future work of the committee.
- Committees may not commit to expenditure of funds and may not express opinions or represent positions in the name of the Section, unless specifically authorized by the Oversight Committee or the President in writing. In proposing a program or activity that may involve expenditure of funds, committees must submit a program description and budget to the Oversight Committee for inclusion in the Section budget and approval by the Oversight Committee.

- The committee Chair and OC Section Liaison are responsible for keeping committee members fully informed, with timely reports of all committee meetings and committee work.

Article 7

QUALITIES OF THE EFFECTIVE COMMITTEE CHAIR

Communication skills

- Demonstrates ability to communicate with the section, committee members, and other groups.
- Demonstrates willingness to listen (communication is not solely talking).

Participation

- Demonstrates active participation and interest in the section.
- Has knowledge of the subject in which the committee is involved.
- Thinks in terms of section goals.

Leadership

- Commands attention and inspires others.
- Demonstrates ability to create a positive work atmosphere.
- Controls without dominating.

- Understands how the committee fits into the larger work of the section.

Administrative skills

- Demonstrates willingness to take the initiative.
- Demonstrates ability and willingness to carry out responsibilities.
- Supports orderly measures for conducting work.
- Understands the role of the members.

Parliamentary Procedure

Committees are not required to operate using parliamentary procedure; however, the objectives and principles of parliamentary procedure should be employed.

The objectives of parliamentary procedure include expediting business, maintaining order, ensuring justice and equity for all, and accomplishing the objectives for which the group is organized.

The principles of parliamentary procedure include courtesy and justice to all, rule of the majority while respecting the rights of the minority, partiality to none, protection of the absentee, and taking one item of business at a time.

Article 8

OVERSIGHT COMMITTEE (OC) SECTION LIAISONS

The OC Section Liaison serves as an informed resource person to the Chair and members of the committee. He or she assists the Chair in facilitating committee discussions and activities which address the committee's charge. The OC Section Liaison works with the Chair to ensure that all committee work is consistent with the section's goals and objectives.

The Role of the OC Section Liaison

- Provide thorough orientation for each new committee chair, and assist the chair in providing orientation for new and continuing committee members each year.
- Works with the Chair to develop a plan of work that will allow the committee to effectively and efficiently discharge its responsibilities for the year.

- Works with the Chair to develop agendas and conduct effective meetings of the committee.
- Provides administrative support, including but not limited to, planning and execution of all committee meetings.
- Helps draft reports of committee meetings for review and approval by the committee Chair for distribution to the Oversight Committee and the Section.
- Works with the committee Chair, other committee members, and Oversight Committee to ensure that the work of the committee is carried forth between committee meetings.
- Facilitate communication of committee activities, including requests for action and/or recommendations, to the Oversight Committee and Section.
- Report to the committee on decisions of the Oversight Committee, Section, or other committees which impact the committee's activities.
- Where appropriate, assist the committee in proposing measures and services that will further the goals and objectives of the Section.
- Be a valuable resource to the committee, not simply a recording secretary. Note that too large a staff role reduces the value of the committee and reduces the motivation of volunteers. Too small a staff role often results in the committee's drifting aimlessly and operating ineffectively.
- Be thoroughly familiar with all aspects of the committee's work, including the scope of work, subjects under discussion, and Section policies related to the committee's work.

Article 9

ORIENTATION OF THE CHAIR BY THE OC SECTION LIAISON

- Determine the committee's work. Review the committee's objectives and goals for the year and link them to the Section's strategic plans. Review committee projects and programs as well as assignments of individual committee members. Develop with the chair a program of work for the year.
- Clarify governance issues, if applicable. Review and clarify the bounds of the committee's activity and authority. Review the section's bylaws and relevant section policies and practices that affect the committee.
- Note where the work of other committees may overlap with or affect the committee.
- Clarify the Chairperson's role and duties, and emphasize the importance of this position.
- Clarify the role of OC Section Liaison in relation to the chair.

- Determine the process to be used during the year for handling the committee's work.
- Provide the following background information: a committee roster (and perhaps the previous year's); minutes of previous committee meetings; background on recent committee activities and accomplishments; and a list of the officials, and other people with whom the chair is likely to interact.

MINUTES

- Include the name of the committee, date, time, and place of the meeting. Note the chairperson's name, members present and absent, and other key people in attendance.
- Note all formal motions and passage of defeat.
- Note all decisions reached, including motions passed and follow-up actions to be taken, with deadlines for implementation.
- Include a brief summary of discussions. Do not attribute comments to members, except possibly where formal motions are introduced (attribution for motions is not required).
- Provide information on the time and place of the next meeting.
- Distribute the report to all committee members, including those who did not attend, within twenty-one (21) days of the meeting.
- In most instances, meeting reports do not require formal approval by the committee. A good approach is to send the meeting's report out immediately after the meeting with a statement to contact the Chair or OE Section Liaison if errors

are noted.

