



Keys to Active Participation on Project Teams and Committees



University at Buffalo

Human Resources

Division of Finance and Administration

Today's Focus

- Build a better awareness of the difference in functions between committees and project teams
- Review the roles and responsibilities of individuals involved
- Become an engaged team member, ensuring a more fulfilling experience



The Not So Good, the Bad, & the Ugly

What makes working on a committee or project team frustrating?



Roles and Responsibilities

Defining a Committee

- A group of people appointed or chosen to perform a function on behalf of a larger group

Defining a Project

- A task or planned program of work that may require a large amount of time, effort, resources, and planning to complete

Typical Roles

- Senior Management
- Stakeholder
- Committee Chair/Project Manager
- Committee/Team Member

Management



Stakeholder



Manager/Chairperson




Team Member

Members play a big role in a team's success



Why Me?



- 
- If someone asks you to be a member of a committee or project team, what do you want to know right away?

How to ask the Questions

- Thank you for inviting me to the committee. I have some questions about what's involved. May I ask you?
- Would you help me understand ... ?



Make an Impact

Four Keys to Success

Make an impact

1. Manage
your
behavior

2. Know your
strengths
and
limitations

3. Act as a
liaison

4. Get heard



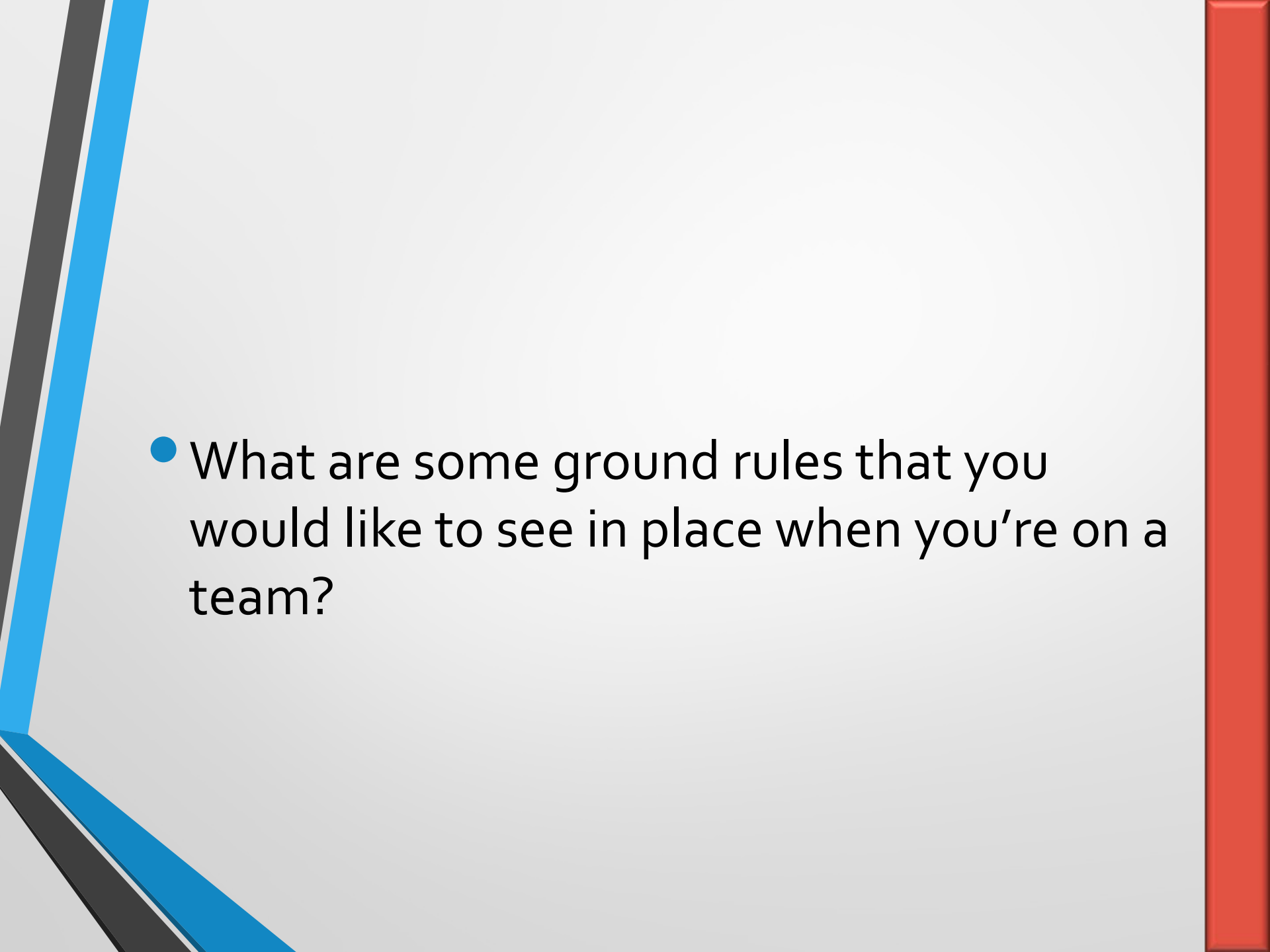
1. Manage
your
behavior

Behaviors

- Conduct
- Actions
- Manners
- Performance


Establishing and Following Ground Rules



- 
- What are some ground rules that you would like to see in place when you're on a team?

Common Ground Rules

- Listen attentively
- Be on time
- Be prepared
- Contribute
- Stay on topic
- Take ownership
- Follow up



2. Know your
strengths
and
limitations

Strengths & Limitations

- Manage time
- Prioritize work load
- Consider your professional &/or technical strengths
- Consider your constraints such as time and skillset
- Make sure you have support



3. Act as a
liaison

A Liaison

**Helps groups to
work together**

**Develops
relationships**

**Acts as a
representative for
their own
department**



4. Get heard

Get Heard

Don't underestimate the **value of your ideas**

Be among the **first** to speak

Choose a **topic** ahead of time

Don't **censor** yourself

Ask **questions**

Don't give your **power** away

Clarify Expectations

- What questions can you ask to ensure that you receive all of the necessary information you need to contribute and participate productively?

Benefits of Participation



Individual Reflection

- Individually reflect on the teams that you've been involved with where you may have felt unsuccessful or undervalued?
 1. What went wrong?
 2. What would you do differently now?
 3. What concrete steps would you take going forward?



Questions?

Thank you for your participation today!