

# New to HI Committees Leadership?

## 6 Steps to Success



Review  
Committee  
Handbook for  
Logistics and  
Best Practices

1



Set Expectations  
with HI Project  
Manager Assigned  
to Committee

2



Select Production  
Timeline and Set  
Deliverables

3



Gather Committee  
Members.  
Vote on the  
Vice-Chair

4



Set Up Committee  
Calls in Advance

5

75%

Collaborate and  
Monitor Progress  
Frequently

6



**The HI Committee Handbook** was created by HI Staff and Technical Affairs Volunteers to ensure proper coordination of publications. The sections below should be reviewed to properly prepare you for committee leadership



Sections on HI Staff Contributions:

- 5.2
- 5.4
- 5.5.1



Sections on Production Timelines and Deliverables:

- 4.2.1
- 4.3



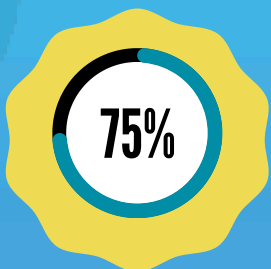
Sections on Vice-Chair Selection and Committee Member Responsibility:

- 5.1
- 5.2
- 5.3.1



Sections on Committee Meeting Guidance:

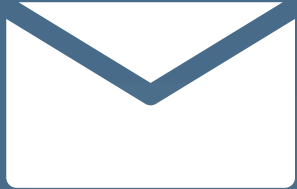
- 6.1
- 6.2
- 6.4
- 6.5
- 6.6
- 7.1.1



Sections on Project Management Guidance:

- 4.2.1
- 5.1
- 5.2
- 6.3
- 6.8

# Additional Recommended Steps



Get Connected with HI Wire  
Newsletter for Updates on HI  
Committee Work

[Get Connected](#)



Review Committee Page on  
Website Including Best  
Practices for Microsoft Teams

Go to: [Committees](#)



Attend Training Webinars/  
Sessions When Possible to  
Remain Up to Date

Go to: [training.pumps.org](http://training.pumps.org)



Attend In-Person Conferences  
for Networking and Committee  
Participation Opportunities

[See Upcoming Conferences](#)