



Presenting to Committees

For the purpose of this document, "committee" refers to any governance or decision-making body with membership from both students and staff. This may include, but is not limited to: working groups, steering groups, councils, and boards.

There may be occasions where a presentation is the most effective way of putting forward an idea or a set of findings to a committee.

This may be something that the committee has asked of you, or alternatively this may have been a suggestion you raised at a previous meeting that the committee has agreed on.

Sometimes a point raised in a presentation may be disagreed upon by other members of the committee – don't lose heart. A difference of opinion can often be a good thing and can generate further discussion.

Your role when presenting is not to appease people, but rather to highlight and explore your own findings as it relates to the committee.

Consider your audience:

In some committees the membership will be quite diverse. Approach the use of slang or pop-culture references with caution, as some members may not be familiar with what you mean, and your message could be misconstrued or misunderstood.

It is great to imprint your personality to your presentations but be sure to keep it professional.

Tips for presenting online:

- Check with the meeting Chair prior to the meeting that you have **screen-sharing** capability and your audio is clear.
- Keep the **camera** always focused on eye-level.
- If your presentation is using PowerPoint or another visual aid, ensure the **content is engaging** and not containing large blocks of text.
- Ensure you have an appropriate **background**, either an office space or a professional background filter.
- If appropriate, encourage committee members to **use the chat** during the presentation to make it more interactive.

Nervous? Just remember...

- As a member of the committee your opinion matters as much as everyone else's.
- People want to hear what you have to say.
- Presenting is not mandatory but rather a unique opportunity to have the floor and allow the committee to hear student voices.