

FAMILY REUNION INSTITUTE'S

STICKY REUNION SITUATION

PLANNING TEAM MEMBER NOT FULFILLING THEIR TASKS

August 2015

The Situation:

We have a family member on the planning team who is not fulfilling their tasks and responsibilities. They always say they'll do a task and often say they're getting it done, but we always find ourselves scrambling to get the work done. We can't kick them off the team or prevent them from coming to meetings. What can we do?

The Fix:



Dr. Ione Vargus

Are these tasks that the person has volunteered for? If not, ask this person to volunteer for something they want to do. Ask committee members to give task reports on specific dates. Indicate that if the tasks are not moving along, you will ask—in front of this person—if anyone can help or assist them. Don't wait too late to follow-up. If this person complains that they can do it themselves, calmly remind them about previous tasks which didn't get done.

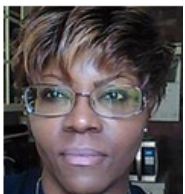
The Fix:



Doug Harris

- a. Stop assigning time-sensitive tasks to this person. Ask them to complete tasks such as being a greeter at the reunion; organizing a group photo during the reunion (perhaps with someone else); handing out favors; or (if they have the personality for it) being an MC or saying a prayer at a reunion event.
 - b. Develop a task list with due dates, and assign the chair or someone else to check on progress well before the due date. Be prepared to say, "I see you haven't had time; I'll take care of it."
 - c. Assign two people (one of whom has a history of completing tasks) to whatever tasks they are assigned.
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The Fix:



Sylvia
Ford-George

I agree wholeheartedly with Dr. Vargus and Doug. Always try to find out what people are good at (or not good at) before assigning tasks; rather than assign tasks, let folks volunteer for things they like to do; make sure tasks are being completed by their due date; and have a plan—and a backup plan.

You do want to encourage family members to get involved with the planning and execution of the reunion. Sometimes family members mean well, and sometimes they just like the notoriety of being on the planning team—but no matter what, you have to stay on top of tasks and activities that are critically important to the reunion's outcome. It is a bit of work. And it is definitely time consuming. However in the end, it's worth all the time, effort, and energy it takes to guarantee a great reunion.
