

# COMMITTEE OVERVIEW

## General Principles of Committees

*Form Follows Function* -- decide on the work to be done (function), then determine your committees (form)

*Committees do work; boards make decisions*

- ◆ Use the committees to investigate issues, explore options, develop recommendations
- ◆ Use the board to make policies and approve plans based on background work of committees

*Committees come in two flavors:*

- ◆ Standing -- permanent committees focused on on-going functions
- ◆ Ad hoc -- temporary committees focused on a short-term task or issue

## To be effective, committees must have:

1. Purpose or Mandate -- a clear understanding of what the job is
2. Leadership -- a committee chair to lead and support the committee
3. Membership -- people to serve on the committee, including board and non-board members
4. Work plans -- a clear set of project and tasks to guide its work

## Committees are formed related to the responsibilities of governance and management

- ◆ Governing committees are based on the board's governing responsibilities
- ◆ Management committees are based on the program responsibilities delegated to staff

## Who may serve on committees?

- ◆ Governing committees include board members and other non-board volunteers focused on governing functions. The board chair is an ex-officio member of all committees and is free to attend meetings but not obligated
- ◆ Management committees include paid and unpaid staff (program volunteers) focused on program functions. The executive director is ex-officio member of all management committees and is free to attend but is not obligated

## Possible Committees

- ◆ *Governing Committees:* Board Development, Resource Development, Finance, Planning and Evaluation, Executive
- ◆ *Management Committees:* Education, Public Relations, Membership, Advocacy