



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. 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, Executive
- ✦ Management Committees: Education, Public Relations, Membership, Advocacy