

## 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

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### 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 is 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