

Committees

A committee is a group of people elected or appointed to perform a certain function. Committees are often the backbone of an organization. They provide careful study and analysis that allows the parent group to make the best, final decision.

SUCCESSFUL COMMITTEES

Successful committees have:

1. *A Purpose*

Unproductive committees often lack a meaningful purpose. Committees should have clearly stated reasonable goals.

2. *A Good Leader*

Each committee should have a chairperson. The chairperson should run the committee meetings, guide discussions, and facilitate delegation of tasks.

3. *Good members*

Committee members should be carefully selected. They should have interest, knowledge, and, if necessary, skill in the committees task. Members should be diverse yet compatible.

4. *Size*

Optimal committee size is around 5-7 people. Too few people is not enough for ideas and tasks; too many people can cause confusion, and people lose interest if not actively involved.

TYPES OF COMMITTEES

Some organizations suffer from “committee-itis”: too many committees. Make certain that the job really requires a committee. Ask yourself, “Will it interfere with the normal functioning of our group if no committee is formed?” There are typically two types of committees:

1. *Permanent*

These committees are formed to handle the ongoing, regular, major aspects of an organization (i.e., social committee, budget committee, etc.)

2. *Ad-Hoc*

These committees are short term or for one-time only projects (i.e., constitution review committee, office redecorating committee, etc.).

Committees can be an integral part of every organization. A committee with a good purpose, a good leader, and good members will be a success: a success for its members and for the parent organization.