

## **Making Your Committees Work**

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### **Responsibilities of Committee Members**

1. Read advance materials and come prepared
2. Be on time and present for the meeting
3. Pay attention and don't engage in side conversations
4. Listen and stay open to the ideas of others
5. Speak up and contribute
6. Help others stay on subject
7. Proactively do the things you commit to; be responsible and accountable to other board members
8. Don't make commitments you can't keep
9. Attend regularly and call the chair for an update when you miss a meeting
10. Take notes for yourself, clearly noting action items and deadlines

### **Responsibilities of the Committee Chair**

1. Recruit a diverse and balanced committee (depending on the organization, may include board and non-board members, staff representative if appropriate)
2. Convene monthly meeting (contact all committee members, at least two weeks before meeting date)
3. Help articulate committee vision, purpose and goals
4. Set agenda and use committee time wisely
5. Supervise committee volunteers. Set clear expectations and follow-up when they are not being met.
6. Ensure that committee minutes are being taken and distributed; track action items
7. Report back to full board, present committee recommendations
8. Provide leadership to the committee, act as a role model and active committee member