

Scope and Direction of Committee Work Checklist

Committee Name: _____

✓	Choose an appropriate committee size <ul style="list-style-type: none"> <i>Ideally between four to eight members</i>
✓	Determine the right committee composition <ul style="list-style-type: none"> <i>Committee members are representative of the membership and include a mix of new and veteran members.</i>
✓	Choose a good committee chair <ul style="list-style-type: none"> <i>Ensures participation from all committee members</i> <i>Keeps the group focused on its objectives</i> <i>Takes part in the group discussion without being too dominant</i> <i>Has vision, but maintains objectivity</i> <i>Does not shoot down new ideas</i> <i>Follows up with members to ensure that work is being done</i> <i>Communicates regularly with the board</i>
✓	Select committee members <ul style="list-style-type: none"> <i>Have perspective and vision</i> <i>Familiar with the goals of the organization</i> <i>Able to express ideas effectively</i> <i>Enjoy the give and take of committee discussion</i> <i>Willing to commit the time to attend meetings and accomplish tasks</i> <i>Thinks in terms of the overall good</i> <i>Provide a good representation of the membership</i>
✓	Give the committee a clear and specific statement of purpose <ul style="list-style-type: none"> <i>What is the charge of the committee?</i> <i>How will they know when the goal is accomplished? What does the end look like?</i> <i>Does everyone on the committee know and understand the purpose?</i>
✓	Clarify the authority of the committee <ul style="list-style-type: none"> <i>What decisions are the committee members expected to make?</i> <i>What decisions should be made by the board?</i>
✓	Provide budget guidelines for the committee <ul style="list-style-type: none"> <i>What is the budget amount?</i> <i>What discretion does the committee have in spending the money?</i> <i>What contracts might need to be signed by the board?</i>
✓	Define any non-negotiable items <ul style="list-style-type: none"> <i>What aspects must be included?</i> <i>What aspects cannot be changed by the committee?</i>
✓	Establish how and when the committee will report to the board <ul style="list-style-type: none"> <i>Should reports be submitted in writing?</i> <i>How often are they expected?</i>