

## Scope and Direction of Committee Work Checklist

Committee Name: \_\_\_\_\_

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