

Using Committees

com mit tee (ka mit' ee) *n.* a group of people officially delegated to perform a function, such as investigating, considering, reporting, or acting on a matter.

Benefits of Using Committees

- increases the number of leadership opportunities in the organization
- divides large organizational tasks into manageable components
- provides a training ground for future organizational leaders
- gives all members specific areas for responsibility
- ensures that an area will be focused on and increases the likelihood of project completion

Types of Committees

- marketing and advertising
- public relations
- fundraising
- program planning
- retreat planning
- homecoming planning
- recruitment and retention
- scholarship
- judicial
- elections

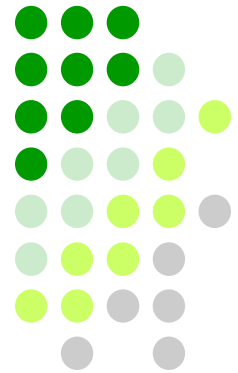
Effective Committee Structure

There are two main types of committees.

1. Standing committees function throughout the school year and meet regularly at consistently scheduled times. The standing committee may meet regularly to plan and implement an organization's marketing efforts.
2. Ad-hoc committees meet when the need arises. They are temporary committees that are called together to work on a specific program or project. Often an ad-hoc committee works on revising and updating an organization's constitution every five years.

Committees work more effectively when a single committee chairperson heads them. The chair can be selected by the organizational leadership, elected by the general membership, or elected by the committee membership. The chair should be responsible for coordinating committee meetings. S/he should make sure that all committee members are aware of meeting times and locations. The committee chairperson should coordinate the delegation and follow up on member tasks. The chairperson is responsible for reporting committee activity to general organization membership and leadership.

Members should be involved in the committees that interest them most. It is best if they volunteer for what committees they want to be on. However, the organization's leaders should know what skills and experiences members have so that they may suggest appropriate committee placement.



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