

Committee Operations Analysis

A committee system that doesn't work is worse than no committee system at all. A board makes its committees work just as the board makes itself work--by paying careful attention and doing an annual formal evaluation of committee operation.

Committees should first meet some basic criteria to remain viable committees. They should be...

- ⇒ Accountable to the board
- ⇒ Results oriented
- ⇒ Subservient to the board
- ⇒ Team oriented

The following short analysis can be applied to most committees and will help you determine how well a committee meets the above criteria.



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| 1) The committee has a written job description from the full board. | YES | NO |
| 2) The committee reports regularly to the full board. | YES | NO |
| 3) When the committee makes recommendations to the board, a committee member is ready with a motion to accept the committee recommendation. | YES | NO |
| 4) Each committee meeting is organized around an agenda. | YES | NO |
| 5) Committee members have a copy of the committee meeting agenda several days prior to the committee meeting. | YES | NO |
| 6) Functions of this committee could not be accomplished as efficiently by a committee of the whole. | YES | NO |
| 7) The committee is chaired by a member of the board. | YES | NO |
| 8) The committee chairperson attempts to get all members of the committee involved. | YES | NO |
| 9) Committee reports are submitted in writing in time to be sent to board members with the board meeting agenda packet. | YES | NO |
| 10) All board members understand that the only power/authority the committee holds is that specifically granted by the full board. | YES | NO |
| 11) Committee meetings are conducted in the same orderly fashion as board meetings. | YES | NO |

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| 12) The committee meets all deadlines set by the board. | YES | NO |
| 13) The committee makes great effort to look at all sides of issues it considers. | YES | NO |
| 14) Committee reports to the board reflect consensus of the committee members. | YES | NO |
| 15) Committee members are chosen for high interest or expertise in the committee's area of responsibility. | YES | NO |
| 16) The director or a staff member delegated by the director is a member of the committee. | YES | NO |
| 17) Committee members are appointed by the board president. | YES | NO |
| 18) The committee chairperson is appointed by the board chairperson. | YES | NO |
| 19) All committee members understand that all final decisions rest with the full board. | YES | NO |
| 20) Committee members are appointed or reappointed every year with attention to maintaining experience as well as bringing in new people. | YES | NO |
| 21) Committee records are adequate to make committee operations flow smoothly from one year to the next even though the makeup of the committee changes. | YES | NO |
| 22) The committee functions as a facilitator for the full board, not in place of the full board | YES | NO |
| 23) The committee (except the executive committee) recruits and utilizes skills of nonboard members. | YES | NO |
| 24) All members of the committee attend 90% of the committee meetings. | YES | NO |

Evaluation followup

If you circled "NO" for any of the above statements, list below the actions your board or committee will take to correct the problem so your committee operates as it should.