

HT,inc. BOARD COMMITTEE PLAN: **COMMITTEE RESPONSIBILITIES**

DUTIES OF COMMITTEE MEMBERSHIP:

Committee members must attend scheduled meetings, participate in discussions, and share workload. Each member's expertise, whether a skill or knowledge, contributes to the committee's success. When assigned a task, it becomes each member's duty to complete the task and report back to the committee.

CHAIRMANSHIP DUTIES:

Each committee has co-chairs to lead meetings. Some organizations appoint a chairperson responsible for recruiting members, but more commonly, all committee members serve by appointment and the group elects a chairperson from its ranks. The chairperson/s serve as the committee's manager, responsible for setting a meeting schedule, arranging a meeting place, preparing agendas and keeping minutes to record discussions and actions taken at all meetings. The responsibility of reporting progress, project completion, or providing committee recommendations also falls to the chairperson, but the chair can delegate any of these duties to other members. * HTi's first year of committees will have co-chairs for transitional workload needs.

CONDUCT COMMITTEE MEETINGS with EFFECTIVENESS & EFFICIENCY

- 1. Set annual goals and objectives.** The committee should develop the annual plan of work so that their efforts are unified and coordinated with the overall strategic plan of the organization for maximum impact.
- 2. Solicit agenda items and send out the agenda ahead of time.** The chair should always let the members know that there is an upcoming meeting, what items are carried over from previous meetings, and share any new items that will be addressed. Seek additional agenda items from the membership.
- 3. Make it clear that all members are expected to come prepared.** The chair should send relevant background material and then expect members to have read and digested this information before the meeting.
- 4. Start and end the meeting on time.** Out of respect for the members and their time, meetings need to be started and ended as scheduled. If the chair can see that the group won't be able to complete their task, s/he should ask the members whether they desire to stay later, schedule an additional meeting, or carry over the discussion to the next meeting. Respecting the clock indirectly show respect for the members.
- 5. Show all the committee members respect.** Everyone is on the committee for a reason. It is the committee chair's job to assure that everyone participates, seeking out comments and feedback from the quieter members. Don't let one or two individuals dominate the discussion. Instead, go around the room for comments before those who have already spoken get called upon again.

COMMITTEE RESPONSIBILITIES, cont.

- 6. Look for opportunities to grow new members.** Committees are fertile ground to grow new leadership for the organization. The committee chair should be on the lookout for such potential talent, giving these members assignments to prove themselves, and working collaboratively with them to help them grow.
- 7. Keep to the agenda.** The pace of the discussion needs to be shaped and guided by the chair so all items can be given adequate consideration. If new issues surface, they probably should be added to the next meeting's agenda unless there is considerable time left at the end of the scheduled meeting. Even then, the committee should be consulted as to whether they would rather consider the item(s) at the next meeting.
- 8. Send out a concise set of minutes in a timely manner.** The chair's responsibility is to assure that a complete, concise and timely set of minutes are sent out, usually within 48 hours of the actual committee meeting. The chair should find out if the board chair or others want or need to see the minutes. If so, include these people on the distribution list.
- 9. Recognize and show appreciation for the work of the individual committee members.** The committee chair should take every opportunity to recognize committee members, acknowledge their contributions, and thank them on behalf of the organization. A simple "thank you" goes a long way in motivating volunteers.
- 10. Report to the board in a complete and timely manner.** The chair is responsible for providing reports to the Board, as required. These reports should be concise, and yet complete, expressing concerns or any recommendations. If the chair (*or designated board representative*) for some reason cannot give the report in person, then the chair will arrange for a substitute and let the board chair know who will be coming.
- 11. Be prepared to drop members who are not participating.** If the chair encounters a committee member who is not contributing, s/he should consider talking to the board chair about asking the person to step out of this role. Individuals not contributing to the work whom are allowed to stay on the committee set a bad example for the rest of the committee.
- 12. Ask for feedback on how the committee is working.** On an annual basis, the committee should be polled about how well the committee is working. Seek their opinion on how the committee could be more effective and provide constructive criticism. This can either be conducted by the committee chair or the board chair. The summary of this feedback should be shared first with the chair and then with the entire committee.

- Taken from Social Venture Partners, The Community Foundation
and Edited by HT, inc. board members