

# Committee Work

Committees, task forces, working groups, sub-committees... whatever the name, they serve a valuable organizational purpose. Organizations tend to be large in size, making it difficult for members to be actively involved in all aspects of the group. And, organization members are diverse, bringing a wealth of interests and talents to the group.

So, how do committees help? They provide a smaller group environment for tasks to be completed by individuals that are most interested and able to accomplish them.

## Types of Committees

The type of committee you create is dependent on what you need.

**Executive Committee:** This typically is a small group that includes the officers or leadership of the organization. This committee meets regularly to prepare communication and long-term planning for the larger organization.

**Standing Committees:** These groups typically are long-term, ongoing committees that are focused on a specific area that the larger organization needs to consistently give attention to (Examples: Program Standing Committee, Diversity Standing Committee, Allocations Standing Committee, etc.).

**Task Forces or Sub-Committees:** These are special interest groups that typically are short-term and only active for as long as needed to accomplish their appointed task. Once they meet their goals, the committee members are released.

## How to Avoid Committee Chaos

Just forming a committee does not produce outcomes. There are specific things organizations need to

Take some time  
to keep in Mind...

...that committee work can be a great way to get new members involved. Committee members get a chance to gain a deeper understanding of the organization and contribute meaningfully.

keep in mind when creating new and maintaining current committees:

- A committee must have a defined and understood purpose.
- People should be assigned to a committee for a reason, whether it be their interest, potential contributions, skills, or experience.
- Expectations must be clear—what are the goals, the timeline, what resources can we use, etc.
- Regular meetings should take place and updates should be communicated to the larger group.
- Committee work can feel isolating at times. Provide feedback to committees on progress made, new expectations, and recognition for a good job.
- When a committee no longer is needed, it is okay to disband it or restructure it.



## Ten Reasons Why Committees Work

1. They help engage everyone in the organization.
2. They promote group vision and goals.
3. They divide the work into manageable parts.
4. They give “up and comers” the opportunity to test their skills and build their confidence.
5. They spread the wings of the organization, allowing the group to focus on multiple tasks at once.
6. They offer the opportunity for members to meet and work with new people.
7. They create new ideas for the organization to consider.
8. They provide informal training for future organizational leaders.
9. They allow the group to respond promptly to urgent matters.
10. Committees can produce, provide, promote, present, and prepare for just about anything your organization needs.