

# COMMITTEES

An effective organization needs energetic committees!

- Committees are instruments for accomplishments.
- Cooperation is as important as what committee accomplishes
- Both chairman and members of committees have significant responsibilities.

## **Chairman Responsibilities:**

- to present the project or problem,
- to clarify the problem or project,
- to stimulate group thinking,
- to follow the discussion,
- to summarize the discussion.

## **Committee Member Responsibilities:**

- to take part in discussion,
- to avoid discussing unrelated matters,
- to keep prejudices in check and respect another's views,
- to follow the discussion attentively,
- to share experiences for the benefit of the group,
- to help make decisions, then act,
- to attack problems impersonally and avoid arguments.

To enable committees to function effectively, certain principles should be recognized and supported with practice.

## **Operational Principles for Committees:**

- Committees should expect to have significant work to do; committee member should be competent for that work.
- The committee chairman sets the tone, tempo and tactics of the operation of the committee.
- The leader, chairman and committee members should be knowledgeable about the operations of the committee.
- Committees accomplish more when members work on assignments between meetings.
- Effective communication requires effort on the part of both the speaker and the listeners.
- All committee decisions affect people; people should be considered when making decisions.