



LONG BEACH
CITY COLLEGE

COMMITTEES

Why have Committees?

Because of the size of many organizations, it is impossible for each member to take an active part in making all of the decisions. For this reason, the organization might place members into smaller groups or committees. The following are some reasons for having committees:

- A committee divides the work so a few will not have to do everything.
- It holds the members in the committee responsible for the work they are given by the larger group.
- Committees also give members who are not officers a chance to participate and contribute to the whole organization.
- A committee develops group ideas and allows the group to carry out the group's work in an orderly and efficient manner.

Types of Committees

- **Executive Committee:** Many groups coordinate the work of all officers and committees by forming an executive committee or steering committee to direct overall plans.
- **Standing Committee:** These committees usually exist for the duration of the term of the appointing authority or some other stated term. They usually have a continuing task.
- **Special Committee:** These committees are usually appointed for a specific task. They have a definite job to do and a time limit in which to get it done (e.g. finding new vendors, publicity/marketing, fundraisers, etc.) When the task is completed, the committee is dismissed.

10 Steps to Committee Success

1. The committee must have a purpose that the members know and understand. If a member feels excited about the committee, he or she can sell it to others.
2. Committee members should be selected with care. A diverse group of individuals should be represented to meet the needs of the population.
3. Committee members should be informed about expectations, duties and responsibilities. Each team member needs to realize his or hers responsibility to the group's success.
4. A regular meeting time should be established.
5. The meeting should **always** begin on time.
6. Notify every member when special members are called.
7. An agenda should be planned and used for every meeting.
8. The committee chair should assign specific job functions to each committee member. Each member wants to be needed and feel he or she is making a contribution to the group.
9. Keep in touch with committee members at all times. Check with members between meetings to see if they need any help and/or encouragement.
10. Give praise or constructive criticism to committee members on a regular basis. Members need to receive feedback as to how they are doing. Do so in a positive, reinforcing manner.

* Adapted from XCEL Center for Excellence in Student Leadership, Campus Life at Binghamton University, State of New York, 2010