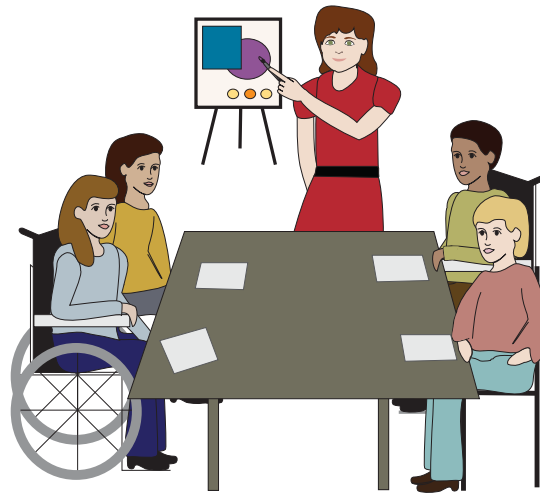




# Boards for All

## Purpose of Committees



This worksheet provides an opportunity to think about being a member of a board or council.

### Instructions

1. Read the information on each page.
2. Complete the questions.
3. Bring the completed worksheet to share at your next meeting.
4. Ask for help, if you have any questions.





# Purpose of Committees



## What is a Board Committee?

A board creates committees to focus on specific issues, activities or programs. Because the board has many responsibilities, committees help manage the work by dealing with assigned matters and providing advice and recommendations to the board.

Bylaws or operating rules describe the board's "standing committees." The board chairperson can also establish additional committees, if they are needed to take on specific activities. The chairperson approves committee assignments and selects board members as committee chairpersons.

A committee is usually composed of board members and may include community members and persons served by the organization. All committees report on their progress to the full board.

- *Standing committee* – permanent and manages essential business of the Board.
- *Advisory committee* – permanent or temporary and provides study and advice on particular topics.
- *Ad hoc committee* – temporary and ends when limited assignments are completed.



# Purpose of Committees

## Please Complete

*Give examples of different committees and describe their work.*

Standing Committee

What it does

---

---

---

Advisory Committee

What it does

---

---

Ad Hoc Committee

What it does

---

---

---