

Top ten tips for successful committees

- Have a shared understanding of the purpose the organisation exists for
- Be clear about the role and responsibilities of the committee and the committee members.
- Be clear about the role and responsibilities of the manager, the extent of authority of the manager and how the manager is supported, guided and reports to the committee
- Have a clear understanding of the governance role of the committee and the management role of the manager.
- Work as a team and encourage each member to play a role. Value different opinions and ways of working.
- There are no positions on the committee with greater power, only greater responsibility.
- Decisions are made through the proper committee process and always in the best interests of the organisation.
- Ensure meetings are productive, informed decisions are made, actions are followed up, decisions are well documented and people leave the meeting feeling that the purpose (of the meeting) was achieved. Avoid wasting precious committee time debating issues that are operational or not relevant
- There is no such thing as a dumb question. If you do not understand something, ask for more information.
- It is the responsibility of the whole committee to encourage an atmosphere where all members feel they can express an opinion that differs from others, ask for more information, put forward ideas and suggestions.

And just to sneak in a last one.....enjoy your involvement in the organisation, celebrate your successes and look after the people that make your organisation what it is.