The function of a **COMMITTEE** is to assist the board and staff with programs and activities that advance the organization’s mission and goals.

The **STANDING COMMITTEES** are identified in the bylaws and have a perpetual existence --- aligned with the current chief elected officer’s term of office. **AD HOC COMMITTEES** and task forces are appointed as needed; disbanding upon completion of their work with a narrowly defined scope. Special interest groups are another committee form.

In most cases, the president or the board appoints committees. Committees are a good way to identify and develop future leaders.

Committees should have a clear *purpose statement* defining their scope of work.

Committee charges are assigned annually by the board president; delegating tasks that will advance the strategic plan.

Appoint a chair *and* a vice chair to serve, in the absence of the chair. Committees should have linkage with the board through a staff or board member liaison.

Meeting should have agendas to ensure the best use of volunteer time and outcomes.

Meeting minutes are essential and suggested by the IRS for committees “with authority.” Maintain a notebook of minutes and supporting documents to pass on to successive committee leaders.

Periodically align committees with the strategic goals; eliminating unneeded committees.

Committees cannot assume authority (i.e. contracts, expenditures, spokesperson) without receiving explicit authority from the board.