**Committee Review**

**Introduction**: Committees work for the board to advance the mission and goals. Their authority comes from either the bylaws (standing committees) or the appointment by the current term president. Committees do not have authority to act on their own, speak for the board or contract on behalf of the association. Every committee requires staff time to maintain, monitor and assist.

**Strategic Goals**

* **Membership**
* **Government Relations**
* **Public Awareness**
* **Association Leadership, Management and Resources**

In recent years, organizations have downsized committees that were not effective or had minimal return on investment. Quite often an organization will align all committees with the goals in the strategic plan. Committees that do not easily align may be eliminated or merged with other committees.

**Purpose**: The purpose of the committee review is to determine if committees are effective and offer a ROI. Are there committees that have existed but no longer know their purpose? Do all committees generate income and resources, or are they a cost to the association? Should any committees be merges, transitioned to a task force (called upon only as needed)?

The first two columns identify the committee, chair person and staff liaison. The third column questions the authority to exist – was it appointed as a current year task force or is it specified in the bylaws? The fourth column asks if the purpose statement or mission statement exists and is clear to the committee? The final column calls for the recommendations to keep, eliminate, revamp or merge.

| **Committee** | **Chair**  **Staff Liaison** | **Authority to Exist** (bylaws, appointed, task force?) | **Purpose and Clear Mission Statement?** | **Recommendations:**  Phase Out/Eliminate  Combine/Merge  Revamp/Redesign |
| --- | --- | --- | --- | --- |
| 1. Executive |  | Bylaws | Described in bylaws. | Continue as required by bylaws. |
| 1. Finance |  |  |  |  |
| 1. Membership |  |  |  |  |
| 1. Programs |  |  |  |  |
| 1. Legislative |  |  |  |  |
| 1. PAC |  |  |  |  |
| 1. Land Development |  |  |  |  |
| 1. Nominations |  |  |  |  |
| 1. Governance |  |  |  |  |
| 1. Trade Show |  |  |  |  |
| 1. Scholarship |  |  |  |  |
| 1. Training/Educ |  |  |  |  |
| 1. Past Presidents |  |  |  |  |
| 1. Life Ach. Award |  |  |  |  |
| 1. Golf Tourn. |  |  |  |  |
| 1. Golf Classic |  |  |  |  |
| 1. Suppliers Council |  |  |  |  |
| 1. Awards |  |  |  |  |
| 1. Community Service |  |  |  |  |
| 1. Scholarship |  |  |  |  |
| 1. Ambassadors |  |  |  |  |
| 1. Expo |  |  |  |  |
| 1. Women’s Council |  |  |  |  |
| 1. Marketing Advisory |  |  |  |  |
| 1. Insurance Trust |  |  |  |  |

**Note: OK to adapt to any organization. rch**

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