

Plan a Successful Committee

Committees are an integral part of any organization. To succeed, a committee needs a clear purpose, an effective leader, responsible members and the right resources. Consider the following questions:

What is the committee's purpose?

What are the committee's responsibilities and limitations?

What are the specific tasks?

Who will lead the committee?

Who will serve on the committee? What skills are needed?

SIDE A

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Plan a Successful Committee (continued)

When should the job be completed?

What types of reports are expected?

What is the budget?

What is the authority of the committee?

What resources are needed? What resources are already available?

How will the committee measure success?

SIDE B

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