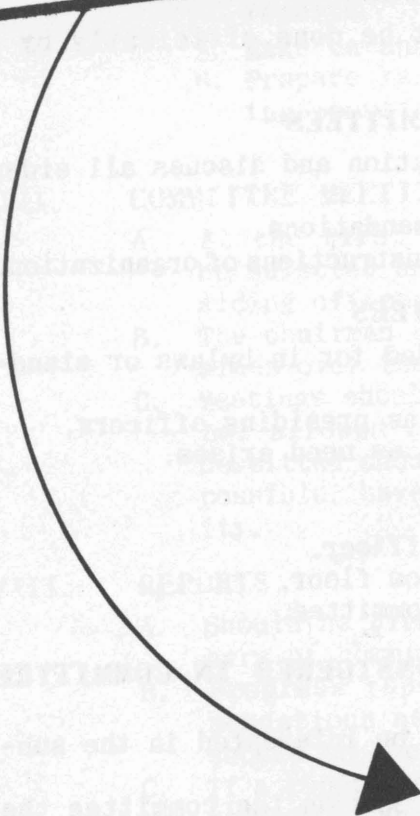


# Committees



10 Points for  
**EFFICIENCY**

# COMMITTEES

## 10 Points for EFFICIENCY

BONNIE COX

*Extension Organization Specialist*  
The Texas A. & M. College System

- I. **WHY HAVE COMMITTEES**  
To do what cannot be done efficiently by a larger group.
- II. **PURPOSES OF COMMITTEES**
  - A. To get information and discuss all sides of questions.
  - B. To make recommendations.
  - C. To carry out instructions of organization.
- III. **STANDING COMMITTEES**
  - A. Usually provided for in bylaws or standing rules.
  - B. Serve as long as presiding officers.
  - C. New ones added as need arises.
- IV. **HOW APPOINTED**
  - A. By presiding officer.
  - B. By election from floor.
  - C. By executive committee.
- V. **THINGS TO BE CONSIDERED IN COMMITTEE MEMBERSHIP**
  - A. Members should be interested in the subject.
  - B. One member who was on the committee the preceding year should be appointed.
  - C. Membership should be distributed by locality and viewpoint.
  - D. Members should agree to serve before committee is announced.
- VI. **PREPARATION FOR WORK**
  - A. When the committee is appointed, the presiding officer should give definite instructions as to purposes of committee and time by which action is expected. Any necessary papers such as the reports and

recommendations of previous committee should be given the chairman.

B. The presiding officer should help members see that the work of the committees can be done in six steps.

1. To plan what is to be done.
2. Plan how it is to be done.
3. Get plans adopted by organization.
4. Make timely suggestions and progress reports.
5. Make an annual report.
6. Prepare recommendations for succeeding committees.

## VII. COMMITTEE MEETINGS

A. At the first meeting a chairman should be selected unless one was named by presiding officer.

B. The chairman calls the meetings and presides over them.

C. Meetings should be planned definitely and not allowed to drag. Each member of the committee should share in the work and, if possible, have some definite responsibility.

## VIII. REPORTS

A. Should be signed by chairman or all members of committee.

B. Progress reports not containing recommendations need not be adopted but they should be included in the minutes.

C. If a report contains recommendations, the chairman can save time by moving the adoption of the report.

D. An outline similar to the one below should be followed in making a report:

1. What job the committee was asked to do.
2. Names of persons who were on the committee.
3. Number of meetings held.
4. Brief description of how work was done.

6. What the committee wants the organization to do.

- E. Annual reports should contain a complete summary of the work done and, if the committee desires, recommendations for the committee which will succeed them. These and any papers containing information which might be helpful to the new committee should be turned over to the presiding officer.

## IX. SPECIAL COMMITTEES

- A. When there is no standing committee to which a problem can be referred, a special committee may be appointed. It serves until the work for which it was appointed is completed.
- B. The motion to appoint such a committee should state what it is to do (collect information, make recommendations or carry out instructions of organization) in regard to the problem referred to it. It should include the number to be on the committee and the method of appointment. Example: I move that a committee of three be appointed by the chair to find the cost of a power lawn mower.
- C. Special committees follow the same procedures as standing committees.

## X. REASONS FOR COMMITTEES NOT FUNCTIONING

- A. Appointed too late.
- B. Do not understand what they are to do.
- C. Are not trained.

standing officer should give definite instructions as to purposes of committee and time by which action is expected. Any necessary papers such as the reports and