# Maximizing Committee Contributions

## From National Center for Nonprofit Boards, [www.ncnb.org](http://www.ncnb.org)

* Prepare written committee responsibilities, guidelines, and goals
* Make committee assignments according to background, interests, expertise, and schedule of each member
* Distribute tasks among members to encourage complete participation
* Create system of checks and balances to monitor committee members’ work and assure timely completion of tasks
* Assign a staff member to work with each committee
* Have each committee provide an update at the monthly board meetings (the entire board should be informed and consulted regarding committee work)