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## Board Committee Guidelines

Effective committees should maximize the productivity and efficiency of the board as well as engage each board member with ownership and responsibility.

To achieve these goals, use the following committee guidelines as a checklist in committee development.

- \_\_\_ The committee has a clearly defined function which is understood by all members.
- \_\_\_ The chair of the board and executive director identify a committee chair with the following responsibilities:
  - \_\_\_ starts and ends the meetings on time
  - \_\_\_ prepares an agenda in collaboration with the executive director specifying what is to be discussed and accomplished
  - \_\_\_ sets a positive tone and efficient pace for the meeting
  - \_\_\_ engages all members' participation in the discussions on the meeting
  - \_\_\_ summarizes conclusions and actions to be taken, and by whom, before the next meeting
  - \_\_\_ prepares or appoints another member to collect data, reports, or other necessary materials to clarify issues, prepares minutes or other committee actions
  - \_\_\_ coordinates meeting times and establishes clear communication regarding committee meetings
- \_\_\_ Members come to meeting having read and considered any materials provided in advance
- \_\_\_ Members share responsibility for specific actions and goals of the committee
- \_\_\_ Committee prepares written summaries on a regular basis to update the other board members on the activities and future plans of the committee
- \_\_\_ Board chair and committee chair provide recognition and feedback for committee on progress toward goals