CREATING NONPROFIT BOARD COMMITTEES

Assessing the Need

**Many organizations have too many committees, often with unclear responsibilities. The Board should answer the following questions before any committee is established:**

1. What is the purpose of this committee? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. What are its responsibilities and specific tasks? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. Do they duplicate or overlap with the tasks assigned to another committee or task force? \_\_\_\_\_\_\_\_\_\_\_

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1. How does it relate to the responsibilities of the board or the Strategic Plan?

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1. What are the time limits on this committee? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. What type of reporting to the organization is expected? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. How are members selected for this committee? How many will be needed?

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1. What is the term of office for members? How do we fill vacancies?

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1. What resources does this committee have and what will it need to conduct its work or complete its task?

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1. How will it impact staff or other organizational resources?

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