

What Makes a Good Committee?

- The most effective committees are usually fairly small but are made up of people who ALL have time to give.
- An effective committee has, between all its members, a broad range of skills (See Info sheet on Committee Skills Analysis)
- It is good practice for a committee to be representative of the people it serves - ie. It would not look good if an organisation working with disabilities only had able bodied people on the committee (Clearly this does depend on the membership - the representatives must be able to understand and cope with the responsibilities of the committee)
- It is also good practice to demonstrate Equal Opportunities in the choice members of the committee,

What Roles Should Be Covered by a Committee?

All Committees should have a:

- Chair
- Treasurer
- Secretary

You might find it useful to assign other roles within your committee. This gives members a clearer idea of tasks they should undertake, speeds up meetings because you generally don't have to decide who does what, and means that members of the committee can become proactive at developing one aspect of the organisation.

Roles you could consider appointing are, publicity and press, policies and procedures, events, fundraising, user representative (a client who can filter information in both directions - not always appropriate, depends on the type of work)

What If a Trustee Sits on Another Committee?

There are new charity laws around conflict of interest. Trustees must declare where conflicts of interest may arise and other committee members must decide on how best to manage this. A record must be kept of all conflicts of interest. You may need to check that your constitution is up to date and allows this to happen.

Apart from this, trustees can sit on as many committees/boards as they like and are able to attend. Be aware though, that if a trustee sits on too many committees, they may not be able to be a very active member.

Further Information

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Contact CVS Hounslow

If you would like help with this or any other issue, get in touch with the Development Officer at CVS Hounslow who would be happy to help.

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