

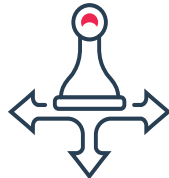
COMMITTEE STRUCTURE

Your committee is a group of a few people who are elected to govern the organisation on behalf of everybody else.



PRESIDENT

The ambassador and chair of the meetings



VICE PRESIDENT

The supporter and strategic planning coordinator



SECRETARY

The administrator and communications coordinator



TREASURER

The financial overseer

For small organisations, a committee of 3 or 4 people is usually fine.
In big organisations, about 9 people should be the maximum number on a committee



The most successful organisations are those that know how to properly separate their governance from their operations.

GOVERNANCE

The most important roles of the committee are to focus on planning and informed decision making

OPERATIONS

It's vital that they are supported by the 'doers' to deliver on those decisions

THE BASIC RESPONSIBILITIES OF ALL COMMITTEE MEMBERS:

- Read and be familiar with your constitution
- Understand the conditions under which the organisation is affiliated to any peak bodies
- Understand your organisation's purpose - why you exist
- Set the strategic, long-term direction in your strategic plan
- Attend all committee meetings and meetings of members, including being well prepared and playing an active role in the organisation's decision making
- Keep a close eye on the organisation's financial position at all times
- Engage proactively with members