

Committees Self-Evaluation Worksheet

In order to determine the changes that may be appropriate for your organization's committee structure, assess to what extent the following statements reflect your agency or board and review the results.

1. The purpose and priorities of each committee are in writing and copies are supplied to all committee members.
2. Committee plans identify who will do what and when it will be done.
3. Committee membership includes members outside of the board, where appropriate.
4. Every year the board reviews the year's objectives, accomplishments and methods in order to identify needed committee changes.
5. The board has committees in the following areas: people, money, programs and public relations.
6. The board chairperson supervises standing committee chairpersons and provides advice, support, evaluation of progress and feedback as needed.
7. The committees have a good relationship with the board.
8. Long-range goals are developed for programs, human and financial resources and public relations
9. The committees have an annual planning process.
10. The board has oriented committee members and staff to the organization structure and the lines of authority.
11. The channels for communication and problem solving among the board, committees and staff are clearly defined.
12. Terms of reference are prepared and approved for each committee.
13. The committee structure is reviewed and adjusted to meet changing needs.

Yes	No	Needs Improvement