

Committee Basics

Much of the work that a board does is accomplished through its committees. With the exception of the Executive Committee, which acts on the board's behalf, committees recommend action to the full board for discussion and action. Standing committees are established in the bylaws and often include the following:

- Executive Committee
- Nominating Committee
- Finance Committee
- Investment Committee
- Audit Committee
- Development Committee
- Strategic Planning Committee
- Buildings and Grounds Committee (Facilities Committee)
- Personnel Committee.

Depending on the nature and mission of the organization, committees might also include marketing, public affairs, or education.

- Every board member should serve on at least one but preferably no more than two committees. Members are appointed by the chairperson in consultation with the Nominating Committee. Committee size depends on the needs of the board and the organization and a common sense assessment of how many people are needed to carry out the committee's work.
- Make committee assignments based on the experience, skills, interests, and available time of board members. Each member must make a serious commitment to participate actively in the work of the committee. If a committee is too large, a small group of members may have a disproportionate amount of responsibility. If a committee is too small, there may not be enough people to get the job done. Board committees may include people who are not board members.

Adapted from BoardSource