

## HOW TO HAVE AN EFFECTIVE COMMITTEE



**The committee, or management committee,** is like the guiding team for any community group. Together, they make decisions and take responsibility for what happens. It's important to have clear roles written down for each member and to give them some training when they start.

**The size of the committee** can change, but its job stays the same: to lead the group and make sure it does what it is supposed to do, as laid out in its plan. Good leadership means having a plan for the future, clear jobs for everyone, and things to do to reach their goals.

**Having regular meetings** and talking openly with members is really important to make sure everyone knows what's going on and can help out.

**The Chairperson** runs the meetings and makes sure they stick to the rules. They also lead the team and help new people join in. Sometimes they speak for the group at events or meetings.

**The Treasurer** looks after the money, making sure it's spent wisely and kept safe. They handle all the financial stuff, like planning, reporting and keeping records.

**The Secretary** helps the Chairperson make sure everything runs smoothly. They organise meetings, take notes and keep all important records safe. They also deal with any letters or messages for the group.

# NORTHERN AREA COMMUNITY NETWORK

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**Overall, the committee is like the steering wheel of the organisation for what happens.**

**Its important to:**

- have clear roles written down for each member and to give them some training when they start.
- stay true to its goals, follows the rules, and does things properly.
- plans what to do, check how well it's going, and make sure everyone follows the rules.
- committee members should always be honest and do what's right for the group and its members.
- they should be open to feedback and have ways to sort out any problems fairly.
- talking to members and others in the community is really important.
- the Committee should let people know what's happening through things like meetings, reports and social media.
- they should also think about how their group affects the environment and try to do things in a way that's good for everyone..
- Use WhatsApp only to contact members; keep business discussions for meetings to follow constituted procedures.

*To help the Committee do their job well, they can use a checklist from the diy committee guide NICVA to see how things are going and what they might need help with. This self-assessment tool is designed for you to reflect on your role as a Management Committee member and consider any areas you would like further support and information or need to update.*

<https://www.diycommitteeguide.org/app/uploads/2022/09/checklist-How-Effective-is-your-Committee-revised.pdf>

NACN offers a Governance review service so contact 028 217 72100 to arrange an appointment.