

# Performance Vistas, Inc.

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## Effective Boards & Working Committees

### Advisory Boards & Working Committees That Function Well

- ◆ There is a **clear definition of roles** for the working committee -- what the group and its members are supposed to do, what their goals and assigned tasks are.
- ◆ **Time is carefully managed.** The meetings start on time and end on time. Enough time is allowed to get the work done, but no more.
- ◆ Working committee **members are sensitive to each other's needs** and expressions. People listen and respect each others' opinions.
- ◆ The **atmosphere is relaxed and informal** rather than requiring formal exchanges.
- ◆ **The leader and the group members come well prepared.** Materials are prepared in advance and are available for previewing.
- ◆ **Members are qualified and interested.** They want to be a part of the working committee. A definite commitment exists.
- ◆ **Interruptions are avoided** or held to a minimum.
- ◆ **Good minutes or records are kept** so that decisions are not lost. There is no need to search out what decisions were made, when or why.
- ◆ Group **members are continuously assessing** their own performance.
- ◆ Periodically, the working committee stops and assesses its performance as a committee. **Needed improvements are worked out.**
- ◆ Working committee members feel they **receive some kind of reward for their group's efforts.** Recognition and appreciation are given so that they feel they are really making a contribution.
- ◆ **The work of the group is accepted and used, and seems to make a contribution to the organization.**

