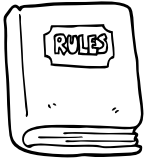


COMMITTEE FUNDAMENTALS

Set your committee up for success
(and save a load of time while you're at it)



Know your constitution

These are the purpose, rules and regulations that your Committee operates under - keep these current.



Communicate

At the right time, to the right people, in the right way. Don't underestimate the power of formal and informal communication. Work together as one and deliver the same messages. Support each other.



Plan for the future

Do you have a plan for when you, or another committee member chooses to leave? Do you have position descriptions and task lists that inform new committee members of the role? Planning can take the stress out of this process, save you loads of time and effort (and encourage more people to get involved).



Maintain proper books and records

Accurately document financial transactions and all decisions - and keep them in a safe place (electronic or hard copy)



Know the value and purpose

It's getting harder to find volunteers. Consider why you're on the committee. What value does it bring you? Once you know this, tell everyone about it! Fact sheets, website, social media - use these platforms to engage with community and encourage new members.



Commit your time

This is the toughest part of being on a committee. If you've committed to a role, then commit to spend your time on it. Simple.

**PEOPLE
POLICY**

Want to know more? Contact me.

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Or follow me on LinkedIn [here](#) for more good governance tips and tricks