

BOARD AND COMMITTEE TRAINING
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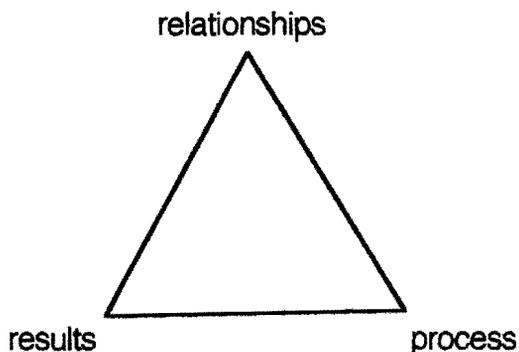
Characteristics of effective municipal committees and boards

- * Has clear direction and purpose
- * Creates and follows meeting agendas
- * Has a committee chair that is a strong advocate
- * Continuous communication with town administrator, board of selectmen, and Dept. head.
- * Leadership with a positive approach to problem solving

Characteristics of ineffective municipal committees

- * No clear direction and/ or short term goals
- * No clear meeting agenda or chair does not follow the agenda
- * Problem solving mostly reactive rather than proactive
- * Focuses on what it sees as wrong, rather than developing a plan to fix it.
- * Not good leadership from within or outside of the committee/ board

Model for Evaluating Board Effectiveness



The three components are interactive and necessary for effective board/ committee functioning.

Relationships do not require members to be friends. The two ingredients needed are respect and trust. When members respect and trust each other they are willing to share ideas and work together as a team.

Results require clear measurable goals that are agreed upon by group members. The goals need to be achievable within a specific time period. Achieving common goals rewards members for effort and promotes teamwork.

Process provides the way to reach results. Effective boards and committees need to develop and follow meeting agendas. They should also have agreed upon rules of conduct, and reporting so as to promote and protect relationships, and to stay on track for reaching desired results.