

Memorandum to Waterboro Committees and Boards
From: Jon gale

WHAT WORKS

I've done a little research and talked to professional trainers about what makes boards and committees effective. Effective boards and committees membership think that their work is important and as individuals, their time is well spent. What are the essential ingredients for this to happen?

- 1 Develop a clear plan / direction. including goals
- 2 A committee chair who is a strong active advocate for the plan.
- 3 Organized meetings following an agenda
- 4 A positive approach to problem solving....more time spent on proaction than reaction.
- 5 Regular communication with individuals and other boards who affect planning and the execution of plans

Self Evaluation Scale

1- 5 Scale

1 Little or no evidence of this happening. 3. Some evidence or evidence is realized on an irregular basis 5 Clear evidence of this happening on a regular basis.

This scale can be filled out by members as individuals and then shared by the group, or filled out by the group as a whole. What is important is what follows.

1 Does the committee/ Board have a clear plan/ direction/ goats that are referred to regularly?

1 2 3 4 5

2 Does the Committee/ Board Chair advocate actively for the committee's goals?

1 2 3 4 5

3 Does each meeting follow a pre planned agenda?

1 2 3 4 5

4 Are meetings spent primarily planning for the future rather than discussing the past?

1 2 3 4 5

5 Does the Chair or designated member(s) communicate regularly in writing and personal contact with the Board of Selectmen and Town Administrator?

1 2 3 4 5