

# HABITS OF EFFECTIVE COMMITTEES



Committees are often formed to assist with guiding the work of many community groups and organisations. Often these committees are made up of members who are volunteers.

Incorporated associations are clubs or community groups, operating not-for-profit, whose members have decided to give their organisation a formal legal structure.

Most committees consist of:

- Chairperson
- Secretary
- Treasurer; and
- Ordinary members.

All incorporated associations are required to have rules. These rules can be set individually or groups can follow 'model rules' that can be found at [consumer.vic.gov.au](http://consumer.vic.gov.au).

***'Effectiveness is at the heart of good management committee delivery.'***

-DIY Committee Guide-

## Effective committees:

- have clear rules/terms of reference
- understand the responsibilities of their role
- meet regularly
- have well planned and purposeful meetings
- keep a record (minutes) of their meeting
- work well as a team and individually
- manage conflict
- make decisions collectively
- know and deliver on their organisational purpose
- uphold the values of their group/organisation
- are open and accountable
- oversee finances and manage resources responsibly
- act with integrity and in the best interest of the group/organisation
- evaluate their performance; and
- seek ways to improve.



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