

A **Future** FOR  
THE **Sport**



# Empowering Effective Committees



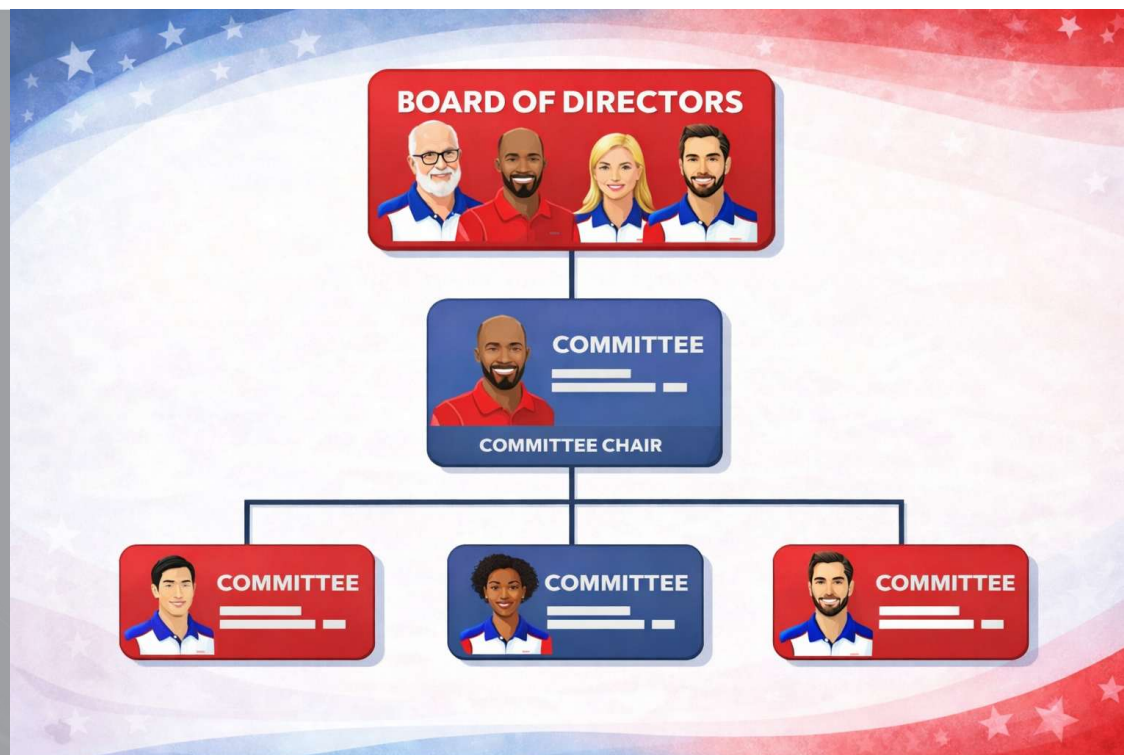
# Imagine a Meeting Where All You Do Is Vote

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## Don't Rehash the Topic

The committee has already done the detailed work. The board's role is to approve, ask for follow-ups, or request the committee try again—not to redo the committee's research and deliberation.

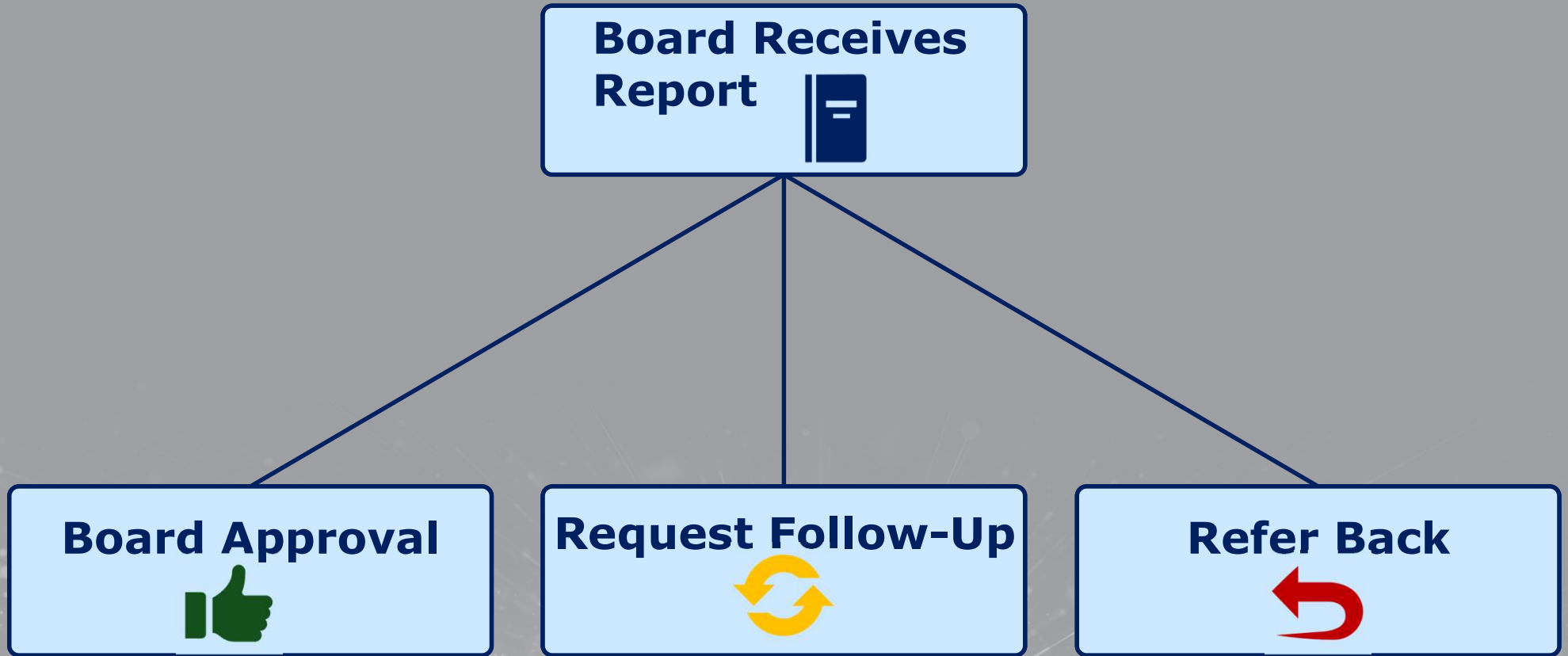
# What Are Committees?



*“Committees are essential working groups that enable focused, EFFICIENT task completion. They function as small deliberative bodies that report back to the main assembly, with their size and powers defined by the parent group.” – Robert’s Rules of Order*



# The Board's Role with Committee Reports



# Types of Committees

## Standing Committees

Permanent committees that handle ongoing organizational functions. They continue indefinitely and are typically defined in bylaws or governing documents.

## Optional Committees

Committees created as needed to address specific organizational priorities or emerging needs. These can be established or dissolved based on current requirements.





# Required Standing Committees

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## Finance Committee

Provides financial oversight  
Budget monitoring



## Youth Committee

Monitors programs  
Services for youth members



# Optional Committees

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The president may establish other committees, with board approval, as needed.

This flexibility allows organizations to respond to emerging needs and priorities while maintaining services to the members.



# Some Optional Committees

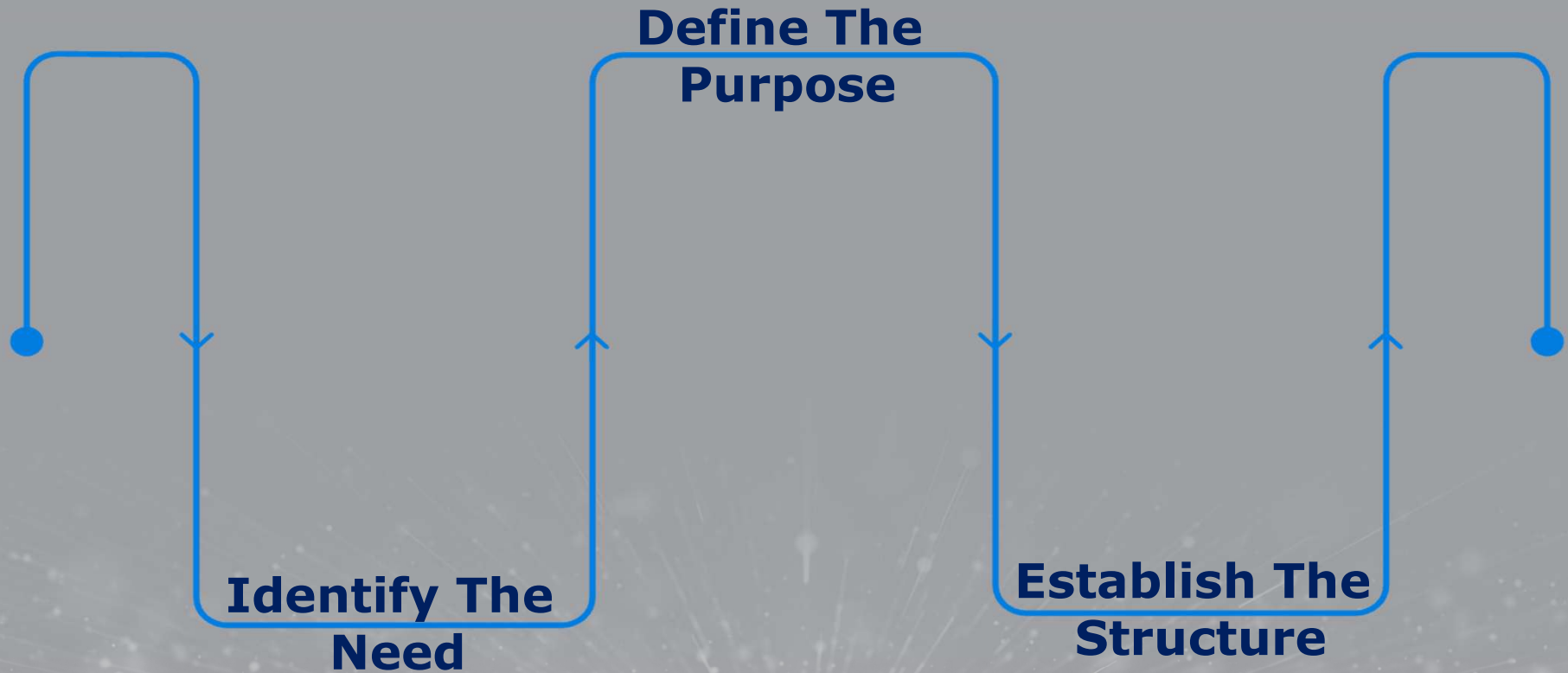
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- **Audit**
- **Nominating**
- **Legislative**
- **Social Media**
- **Strategic Planning**
- **Tournaments**
- **Fundraising**
- **Awards**
- **Hall Of Fame**
- **Sunshine**



# Committee Roadmap

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# Identify The Need!

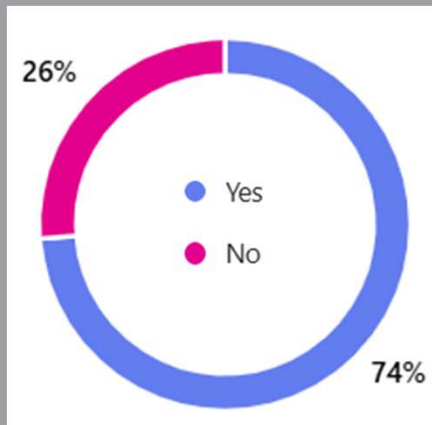
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- Feedback from past events?
- “We’ve always done it this way”
- Complainers
- Ran a poll

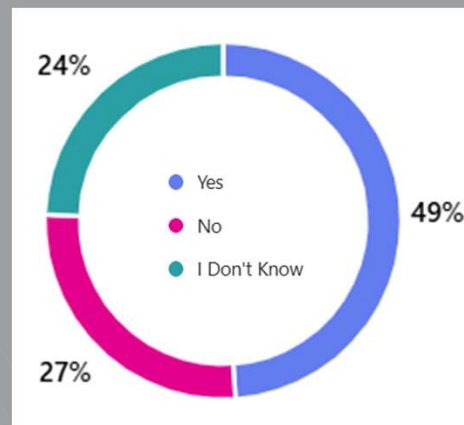


# We Ran A Poll...

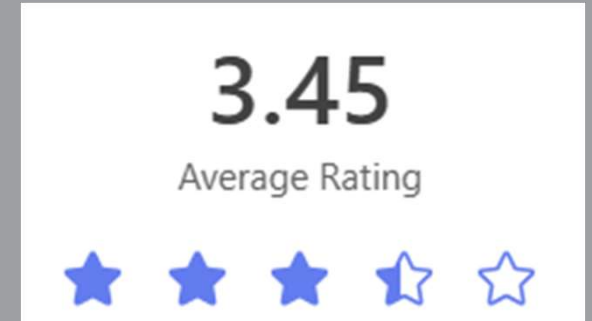
## Youth Committee



## Defined Purpose



## Committee Effectiveness





# Define the Purpose

Not just the Youth Committee, this applies to every committee that we have. They are not effective at completing their tasks. When we have our meetings, they last so much longer than they should.

- The description should summarize the purpose of the committee and the tasks of the committee.

...expected of each  
...and members.

We have 5 board members that are also youth directors, but no one ever seems to want to discuss things to help grow our youth program. Our Association hasn't had a youth leader's program since my own children aged out.



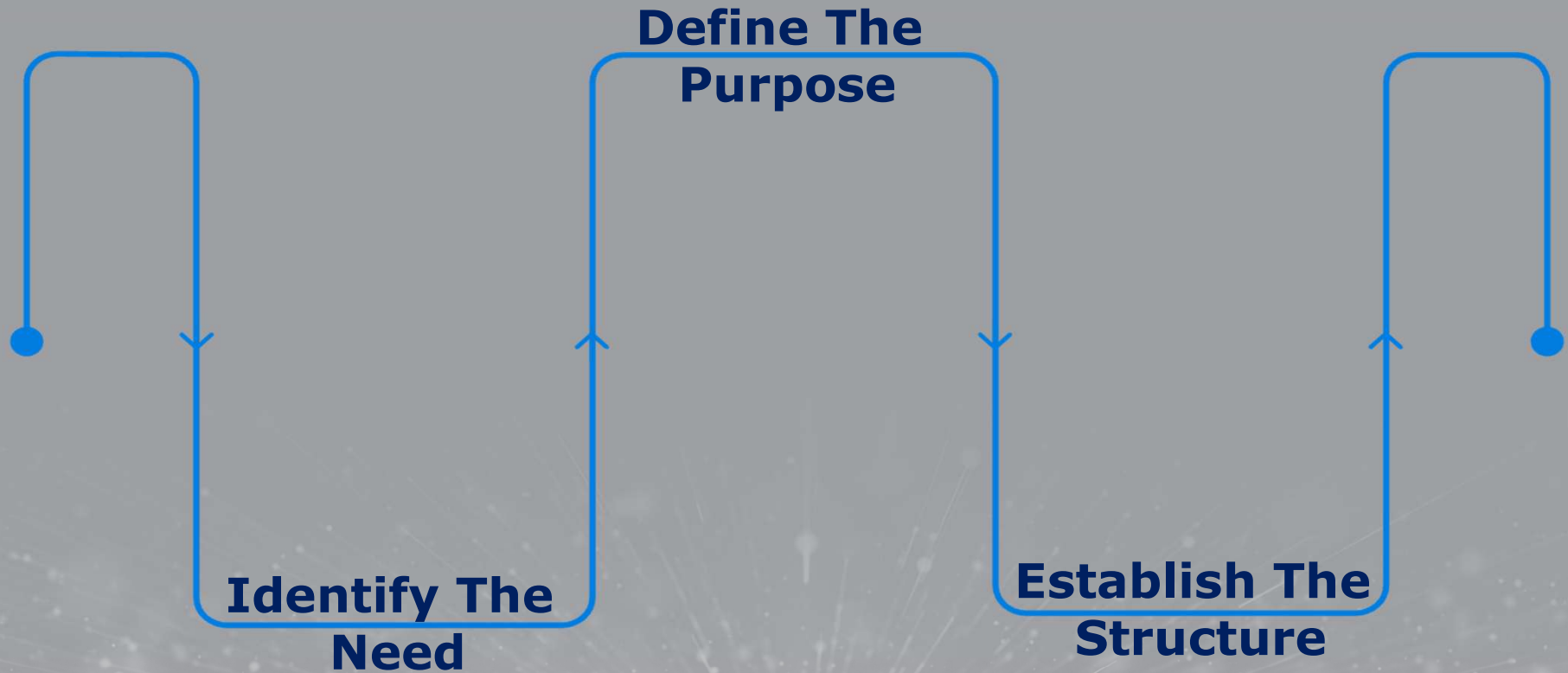
# Establish the Structure

- President appoints the committee chair and committee members.
- Empower your chairperson to identify who could be beneficial to have on the committee.
- What **AUTHORITY** and **RESOURCES** will the committee be given?



# Committee Roadmap

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# Let's Build a Youth Committee



Purpose:

To oversee and support youth involvement within the association by recommending youth programs, policies, and advising the board on youth-related matters.



# Establish the Structure

## Scope

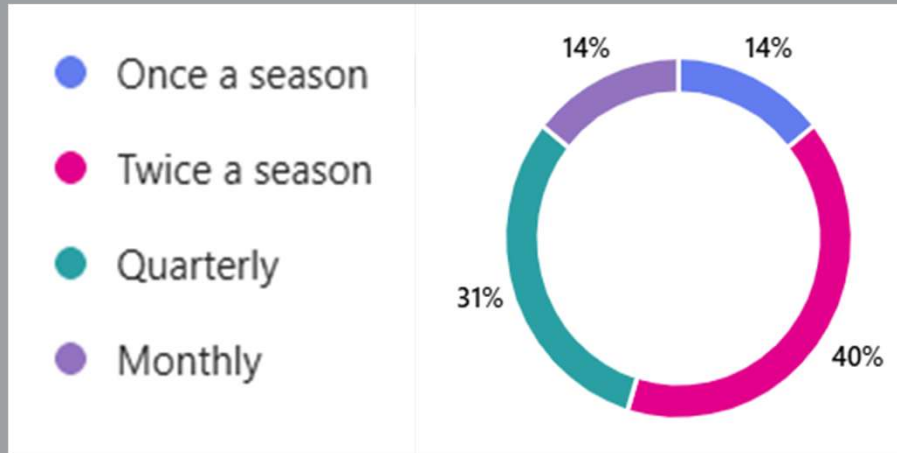
- Makes recommendations to the USBC Board on the following (Examples):
  - Youth initiatives
  - Youth events
  - Scholarships

## Composition

- Committee Chair & members assigned by President, with board approval
  - Match member skills
  - Match member interests
  - Member experience



# Establish the Structure



## Meetings

- Establish meeting frequency
- Establish reporting frequency
- Remember we're all volunteers
  - ❖ Give a meeting 49 minutes , it will take it!

# What resources can we give our Youth Committee?





# Committee Meeting

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- Agenda
  - Purpose included
- List of tasks
  - Be specific
- Note taker
  - Create meeting minutes
- Parking lot
  - New business
- Quorum
  - Majority of committee
- Report Created
  - Chairperson

President may attend president-appointed committee meetings in an ex officio, nonvoting capacity



# Imagine a Meeting Where All You Do Is Vote

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THE RIGHT PEOPLE

RESOURCES

TRUST