

Exercise #3 (time allocation will depend on committee structure)

For each of the standing and special committees within your organization or group, take a few moments to answer each of the following questions. Have each of your committees' members address the questions related to their committee's activities. If you have participants in the strategic planning process that are not formal members of any particular committee, assign them to one that's appropriate to ensure that you have input from all those involved. After completing this individual committee work, bring the whole group back together again to review each group's responses and ensure that everyone has a full appreciation of all the organizations structural components and responsibilities.

	Committee A: _____	Committee B: _____	Committee C: _____
1. What are the primary responsibilities of this committee?			
2. Does this committee have a written job description?			
3. When should the committee's job be completed?			
4. What are its primary limitations?			
5. What is its budget?			
6. What other resources are needed and what resources are available?			
7. What other committees does this committee regularly work with to fulfill its mission?			
8. To what extent does this committee's work still serve a critical role in fulfilling the mission of the organization?	1 – 2 – 3 – 4 – 5 Lowest—Highest	1 – 2 – 3 – 4 – 5	1 – 2 – 3 – 4 – 5
9. How well does everyone on this committee understand and contribute to the committee's activities?	1 – 2 – 3 – 4 – 5	1 – 2 – 3 – 4 – 5	1 – 2 – 3 – 4 – 5
10. How well does this committee address both its overall task and maintenance functions? ³	1 – 2 – 3 – 4 – 5	1 – 2 – 3 – 4 – 5	1 – 2 – 3 – 4 – 5
11. Rate the overall effectiveness of this committee.	1 – 2 – 3 – 4 – 5	1 – 2 – 3 – 4 – 5	1 – 2 – 3 – 4 – 5