

Many neighborhood association boards work extensively through committees. Committees can save time and energy by allowing smaller groups to dedicate time to specific issues, events or tasks. Committees are often able to accomplish more outside of the larger neighborhood association meetings.

### **Task Oriented or Advisory Committees**

Neighborhood associations can have standing committees and also form ad-hoc committees as needed. These committees typically exist to focus on a specific task, issue or event. Members meet outside of regularly scheduled meetings to plan or discuss matters at hand. Committees are not given the authority to make decisions, but rather to conduct business and determine logistics and then bring recommendations to the neighborhood association for an official vote.

### **Committees with Executive Authority**

Neighborhood associations may grant any standing committees executive authority, as outlined in their bylaws. Such committees have the authority to make decisions on behalf of the association, outside of the standard meeting process. Many neighborhood associations grant this authority to a land use committee or outline provisions for the formation of a "rapid response committee" to make decisions on land use issues, which may need to be acted upon quickly in order to meet pressing deadlines.

### **Committee Reports**

While you are not required to submit committee meeting minutes to SE Uplift or have minutes approved by the membership, it is a good idea to formally document the activities of committees. Reports will help to keep the group on track and provide a permanent historical record for future neighborhood leaders. Unlike minutes, there are no guidelines for exactly what must be included.

When reporting back to the neighborhood association at a meeting, keep the information brief and to the point. Recommend action with clearly stated proposals. Present any financial information with written reports for all in attendance. Always be sure to announce the time and location of the next committee meeting time, encouraging newcomers to participate.

#### **Elements of Committee Reports**

- Committee meeting date
- Committee members present
- Situation: describe issue discussed and options
- Recommendation: option being recommended and why
- Action required: any action to be taken by the board