

EFFICIENT COMMITTEE WORK

5. Provide each committeeman with an opportunity to participate in the deliberations of the committee and subsequently in the work of the committee.

Men learn to serve by serving. No committee should be so large that every member is not given an opportunity to do something in accordance with the terms of reference of the committee.

6. Have the committee meet in congenial surroundings with sufficient time for its deliberations.

Except in emergencies, the calling of a committee together in one corner of the room following the luncheon will tend to minimize the importance of the decisions and bring about a corresponding decrease in enthusiasm for the project on the part of the committee members.

7. Let the committee have a real purpose and feel that it has an essential part in the progress of the entire organization.

To have a committee merely in order to record its name on paper is ineffectual. Every committee should have something to do. It should proceed to do it with regularity and efficiency and the results of the committee action should be made known to the board of directors of the club and consideration given to its proposals. Those that are approved should be referred to the proper body to be put into action.

8. Hold frequent and regular meetings of the club assembly.

While each committee has a particular function to perform, a smooth-working machine is possible only through co-ordination of activity. The club assembly—meeting of the president with the board of directors and committee chairmen—affords opportunity for exchange of ideas and prevents overlapping of effort.