

## **Committee Effectiveness**

### **1. Background**

- 1.1. This summer, emails were sent round to members of Board and its subcommittees, asking for feedback on the effectiveness of each committee.
- 1.2. The survey asked approximately twenty questions, such as:
  - 1.2.1. All committee members understand the goals and purpose of our committee.
  - 1.2.2. Committee members agree on the goals and purpose of the committee.
  - 1.2.3. There is alignment between our goals and purpose and the actions taken and/or the decisions made by the committee.
  - 1.2.4. Committee goals and purpose are captured in a working Terms of Reference, including details of core membership.
  - 1.2.5. Our committee has adequate resources (for example, budget, people) to support its function.
- 1.3. Only two participants filled in the survey, and similar response rates were received for the other Board subcommittees.
- 1.4. Trustees and staff members agree that it would be useful to measure the effectiveness of Board and its committees, and to provide feedback routes for participants – to maximise the effectiveness of the meetings.

### **2. Discussion points**

- 2.1. What methods can we use to check satisfaction with Board and its subcommittees, to enable staff and trustees to make the meetings more effective?
- 2.2. Are we encouraging meeting attendees to reflect on the effectiveness of the meetings?

### **3. Suggestions**

- 3.1. Brief discussions at the end of each meeting
- 3.2. A simple, pre-built feedback opportunity via email soon after each meeting
- 3.3. Reiterating to committee attendees that the Chair and Administration staff would welcome feedback and improvement suggestions