

Guidelines for Committee Formation
Board Adopted August 2005

A. Checks and Balances

1) When the Board initiates a project--

a) A written description of the project by the Board is given to the Committee: The Board describes what the task and the goal are and what the expectations may be. The Board prioritizes its requests. It sets forth the minimum work it would like done. It defines terms as needed. It gives a date when, ideally, the work should be completed.

b) The Committee reads the project description, prepares questions, revisions, and sends it to the Board.

2) When a Committee initiates a project--

a) A written description is given to the Board describing the task, the goal, and the minimum work it expects to accomplish. It defines any terms as needed. It gives a date when the work may be completed.

b) The Board reads the report, prepares questions and revisions and returns it to the Committee.

3) After the two groups meet to sign off on the mutually understood informal contract, then work can proceed.

4) The Committee head sends progress memos to the Board who should respond. All members of both groups are c.c.ed. There is transparency at every juncture.

5) Midway through, or six weeks later, whichever comes first :

(a) The Committee makes a presentation to the Board. (The written version of the presentation has been sent in advance.)

(b) The Board evaluates whether the Committee is on track. Both parties have the informal contract as their map. If there should be substantial disagreement, then both groups resolve to compromise, and meet again.

(c) No work proceeds on issues in dispute until all concerns are resolved. If necessary, a back-up date for the completion of the project is decided upon. And the memos continue from the Committee head(s) to the Board and vice versa. Again, each member of the Committee receives a copy as does each member of the Board.

6) These guidelines, or some variation of them, should be made known to future Boards, perhaps referenced in the Bylaws or by some other means, so that Boards five years from now will be able to proceed more productively.

B. Assumptions

1) The Board has the right to set forth the working description and parameters of the project if it originates with the Board. If the Committee originates the project then it may establish the working description and the parameters. In either case, the scope of the project may be modified, when there is mutual agreement, during the first or second meeting.

2) When the Board has initiated the project, the Committee has the responsibility to listen to the Board. The Committee also has the right to amplify and refine the project if the Board can agree or compromise. The Committee may need to compromise as well. The Committee, however, has the right to respectfully decline the project if agreement isn't forthcoming. The obverse would apply as well, that is, when a prospective Committee has initiated a project to the Board.

3) Both groups should see the venture not only as a pragmatic task, but also as an opportunity to enrich their understanding of the project and KS.