



# Effective Committees

## What is an Effective Committee?

A club's success is largely down to the work of its committee, the group of people who manage the club's affairs. A committee that works as a group of individuals is one that may well cease to function effectively. A committee should operate as a team, draw on the skills and talents of each member, and work toward common goals that will ensure the organisation's success.

To help your committee to be as successful as possible, make sure it follows a structure that works and is made up of a diverse mix of people with the right skills and experience.

## Why is having an effective committee important?

Successful and effective committees are those that work productively with Club staff and volunteers and deliver strong governance throughout the club. The Clubs aims, and objectives should be discussed with all Club Staff and Volunteers and they should be clear on what their role is within the club and committee. By having an effective committee, you will help your club :

- Ensure that the club is run in line with best practice and good governance procedures
- Retain members — members of the club will have greater trust in the committee
- Have strong leadership — the club is clear in the direction it is heading
- Have effective meetings — Meetings are beneficial and planned with agenda, timelines, minutes and action plan
- Manage the workload — the Committee delegates the workload to those personnel with skills to carry out required tasks
- Strong Communication – Committee communicates effectively through internal and external channels

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## Challenges to having an effective committee

Some of the common challenges faced by committees are:

- Not enough time to devote to the committee - meet regularly enough to perform its roles and responsibilities
- Members not open, transparent and willing to receive feedback from club members
- A lack of confidentiality and integrity within the committee
- An understanding of the role of the committee and their own roles
- A lack of communication skills (Internal and External)
- A committee that works as a group of individuals and to their own agenda

## How to build an effective committee

To build an effective committee, committees should:

- Comply with the Clubs ethos and vision as outlined in the Club Constitution
- Comply with the Swim Ireland policies and procedures
- Share the workload, to ensure effective use of everyone's time and skills
- Show enthusiasm and engage with club members
- Provide strong leadership and willingness to accept responsibility
- Show tact, judgment, discretion and listening skills
- Deliver a strategic vision for the club
- Implement and deliver a club development plan in line with club vision
- Use communication effectively with all stakeholders involved in the club (internal and external)
- Respect and maintain confidentiality
- Athlete centred in everything you do