

Committee

A committee may be defined as, “A group of persons, limited in membership by selective appointment, usually appointed by some superior authority, and having joint responsibility for inquiry, deliberation, decision, action, responsibility or related activities in regard to matters assigned to them”.

The concept of committee is very important in community development because generally a vast amount of community development and organization activity is carried on through the small executive units of the community i.e. Committees. In the words of Johnson, “The committee is to community organization as the interview is to case work”.

However, before understanding the importance of committee in community development it is essential to know some important points about a committee which may be termed as the pre-requisites of a committee.

Prerequisites for A Committee:

The pre-requisites of a committee include:

1) Committee is a Sum:

Committee is a group of persons which means at least two or more than two persons can make a committee.

2) Limited Membership:

A committee is always limited in membership, it is not a huge group of persons.

3) Competent & Interested Persons are Selected:

The members of the committee are selected not elected. But while selecting, only those persons are selected who are competent and fit for the committee i.e. they have required qualification, attitude of cooperation, sense of responsibility, personal capabilities along with personal integrity and personal interest in the welfare programme.

4) Committee is selected by Superior Authority:

The members of the committee are selected by some superior authority or body like general body of local organization or government.

5) All Members have Joint Responsibilities:

All the members of the committee have joint responsibilities to their needs which they have to fulfill dedicatedly.

6) Members are Subordinate while Chairman is Subordinator:

All the members of the committee are the subordinates while the chairman is the subordinator.

7) Assignment should be Multifarious:

The assignment given to the committee should be multifarious in nature and the members should decide for something collectively.

8) Process should be Right:

The ways and processes decided to achieve the task should be right and focused and the members should be fully aware of their utilization, otherwise, the results would be negative.

9) Members may make Recommendations:

All the members of the committee are equally important and can make recommendations regarding the achievement of their task.

All these conditions must be fulfilled if the committee wants to be a good committee or wants to achieve its goals successfully.

Functions/Objectives of A Committee:

There are some major aims and functions for which a committee is set up. But these aims and objectives are dynamic in nature i.e. they change from committee to committee in case of different committees and from time to time within a certain committee. However, the major aims and objectives, for a committee is set up, include:

- i.** To promote the public as well as professional relations.
- ii.** To provides chances to its members to participate and contribute in the welfare of the community.
- iii.** To provide means to its members to create new ideas through participation and integration.
- iv.** To develop leadership qualities and capacities among its members.
- v.** To make decisions for the implementation of its policy, programme and action.
- vi.** To give advices to direct or to supervise the staff.
- vii.** To promote coordination among different nations, departments and individuals.
- viii.** To conduct study, research and survey for the collection of facts, figures and finding etc.

- ix. To resolve conflict among individuals of a group or among different groups.
- x. To educate the people about different issues.

Why does A Committee Fail?

It is very common that committees get failed and cannot achieve the targets and objectives for which they have been set up. There may be several reasons for their failure but the most important ones are as follows:

1) Unawareness about Job:

When the members of the committee are quite unaware of the job for which they have been selected i.e. they do not know clearly about their assignments, objectives and aims, in such type of miserable conditions the committee gets failed.

2) Lack of Decisions:

When the members of the committee do not take any decisions. They close the meetings without having any final decisions. They leave the work unfinished. They do not have any concrete thinking and are not serious about their responsibilities then the committee fails.

3) Single Person takes all the Responsibilities:

When only one person takes the responsibilities and does not involve the whole committee in working, other members do not get a chance to work and the committee fails.

4) Wrong Selection of Members:

A committee also fails when wrong persons are appointed or selected by the authority as the members of the committee. Because these persons instead of doing something worth create many other problems which worsen the conditions even more.

Role of the Chairman in A Committee:

So following are the major responsibilities which the chairman of the committee has to perform in order to lead its committee to the successful attainment of their targets:

- 1) To help the parent body in the selection of the personnel of the committee.
- 2) To organize the committee.
- 3) To draw broad plans of the work for the committee.
- 4) To help the secretary in preparing and issuing agenda.
- 5) To help the office bearers.
- 6) To preside over the meetings.

- 7) To check and approve the minutes of the last meeting.
- 8) To assign particular jobs to certain individuals.
- 9) To bring and then promote coordination among workers.
- 10) To introduce the proper system of check and balance.

However, for performing these responsibilities the chairman should have the following important characteristics:

- a) The chairman should be a competent person. He/she should be familiar to the subject matter of the committee.
- b) He/she should be enough flexible not too rigid to accommodate others' points of view.
- c) He/she should be appreciable and able to appreciate others' opinions, suggestions, oppositions etc.
- d) He/she should be a person who is aware of his/her role and problems regarding to his objectives.
- e) He/she should be an important person in each and every respect.
- f) He/she must have sense of decision and direction and sense of time and things.