

Committee Rubric to evaluate board committees

	Best	Better	Poor
Clarity and essence of purpose	<p><input type="checkbox"/> The board has clearly outlined the committee's authorities, duties, and reporting requirements.</p> <p><input type="checkbox"/> Its purpose is not operational—doing what management is capable of and should be doing, except if the Executive requests the committee for support and/or added perspectives.</p> <p><input type="checkbox"/> It is an Ad hoc committee.</p>	<p><input type="checkbox"/> Committee practices are well understood: all committee members, non-member directors and the CEO can describe what the committee is about consistently, even though its mission and duties do not appear in writing.</p>	<p><input type="checkbox"/> No-one seems to know for sure what the committee's mission and duties are, even if it is in writing.</p> <p><input type="checkbox"/> It is a standing committee even though the original purpose was accomplished.</p>
Effectiveness	<p><input type="checkbox"/> All committee members possess expertise or interests consistent with the purpose of the committee.</p> <p><input type="checkbox"/> The Board readily accepts the committee's work. <input type="checkbox"/> Committee members are appropriately engaged and feel they are making significant contributions.</p> <p><input type="checkbox"/> Staff time and effort are useful and appreciated.</p> <p><input type="checkbox"/> Staff members feel good about their contributions; committee rarely if ever creates added work for staff.</p>	<p><input type="checkbox"/> Committee members bring additional perspective to staff's work, a value that is mitigated by additional burdens on staff (e.g. staff does the research and gathers support for what it knows needs to be done, and prepares unique materials to convince the committee members.)</p> <p><input type="checkbox"/> The committee creates additional work for staff that sometimes goes somewhere.</p>	<p><input type="checkbox"/> Staff are capable of the work, and it is a natural part of the job for them. <input type="checkbox"/> The committee process requires the staff to rehash all their work for the committee, and then for the board on behalf of the committee.</p> <p><input type="checkbox"/> The organization would be better served if staff had the authority to act on its findings.</p> <p><input type="checkbox"/> The committee create additional research projects for staff that often go nowhere.</p>
Results	<p><input type="checkbox"/> Committee work consistently saves time for either staff or the Board. i.e. obtaining a decision from the board faster because the volunteers on the committee represent the board's perspective; the directors and the executive agree the value of the committees outweighs its costs, including staff time.</p> <p><input type="checkbox"/> The board accepts the committee's work consistently.</p>	<p><input type="checkbox"/> Whatever time is saved by the Board is offset by time and energy wasted by staff.</p> <p><input type="checkbox"/> The Board often accepts the committee's work, and sometimes not, causing the committee or staff, or both, to go back and do more.</p>	<p><input type="checkbox"/> The committee presents its decisions to the Board for it to act on; <input type="checkbox"/> the Board essentially reworks the question mitigating any value the committee could have provided.</p>