





Chapter 9

Committee Responsibilities

This Section Contains:

-  Function of Committees
-  Guidelines
-  Forms
-  2025 – 2026 Committee Assignments

Chapter 9

COMMITTEE RESPONSIBILITIES

A committee can be one of the most productive tools an association has to work with. Whether you are chairing a committee or are a committee member, you face the challenge of getting involved in work the committee was formed to accomplish.

Your contribution and your participation on the committee will determine its success or failure. If you participate, get involved, and encourage others on the committee to do so, the committee will be successful!

The findings of the committee have a direct impact on the decisions made by the Board of Directors of the Association. The energy you put into your work on the committee has a direct influence on the direction THA takes.

Functions of a Committee

The primary function of a committee is to contribute to the efficient operation of an organization. In most cases, a committee is concerned with the communication of information and with assisting the leadership in the decision-making process by providing needed information. To accomplish these tasks, there are two types of committees that are usually formed by associations and professional societies.

Two Types of Committees

- a) Standing committees perform a continuing function necessary for the on-going operation of the Association. They operate indefinitely and are usually provided for in the constitution or By-laws of the organization.
- b) Special or “ad hoc” committees are formed to accomplish a specific objective. Their existence stems from a new or current issue or project the Association is facing. The Association may form a special committee to consider or handle a single subject. When the project is resolved, the information is gathered, or the project is completed, the committee will disband. The life of the special committee may be no longer than a few days, or may span a considerable amount of time, according to the nature and complexity of the situation.

The planning and operation of both types of committees is similar in some respects and different in others. Because the special committee is usually faced with finding the resolution to a single issue, it often requires more preparation and study before a meeting than the standing committees do.

Do all Committees have equal authority?

Every committee plays an important role. The Executive Committee usually has more authority than others, however, because it handles routine board business when the Board is not in session.

This not only saves time, but it also allows all Board members to focus on major issues, like strategic planning and policymaking.

The Executive Committee may meet when an emergency occurs, which must be dealt with immediately. It can also delegate responsibilities to other committees and conduct the Executive Director evaluation.

Guidelines for Chairing a Committee

A Committee Chairperson is to a committee, what the Board President is to the entire Board. He or she assigns projects to committee members and helps everyone stay focused on the issues and reach decisions. The Committee Chair also calls meetings, sets their agendas, and prepares reports and recommendations to the full Board.

Even with capable members on the committee, a firm goal to achieve, and the support of the Association staff, a committee without strong leadership will be handicapped. During your term as Chairman of the committee, the most consistent help will come from the Association Executive and staff. Your ability to work with them will determine your success as head of your committee and a leader in your Association.

The Association Executive and staff are familiar with the operations of the organization, and as the head of a committee, you should seek their assistance in selecting committee members, setting objectives, and reviewing the work and communications of your committee. By keeping the Association staff informed and familiar with the committee's activities and progress, they will be able to advise you on issues and procedures and can point out pitfalls.

The success you achieve as head of the committee will depend on your ability to preside and guide the meetings of the committee to a definite goal. The following guidelines should assist you in reaching that goal.

- ☒ Develop a clear purpose and focus on nothing else.
- ☒ Meet only when there is a task to be completed. Committees should never meet unless there are tasks to finish or reports to be reviewed.
- ☒ Always start the meeting on time and work with a definite agenda.
- ☒ The reason for the meeting should be stated at the beginning, briefly and clearly.
- ☒ Make sure committee members get all the information relating to an issue, both pros and cons.
- ☒ Keep a low profile while taking charge of the direction of the meeting.

- ☑ Review the committee's objectives relative to the objectives of the Association.
- ☑ Keep the meetings moving, interest lags when action lags. Get as much participation as possible. Keep responses short and get to the point.
- ☑ Speak clearly. If you cannot be heard, you cannot exercise control.
- ☑ Insist on order.
- ☑ Talk to the group, not individuals.
- ☑ Make sure everyone taking the floor talks clearly and audibly. Sum up what the speaker has said, entertain discussion, and obtain a decision.
- ☑ Control aimless discussion by recommending further study.
- ☑ Retain control, but do not stifle free comment. Invite constructive criticism and even disagreement. Ask for support, clarify issues by obtaining a consensus, then move on.
- ☑ Do not argue with the individual who has the floor. Ask questions if you disagree, but remember as the presiding officer, you should remain neutral.
- ☑ If you have a comment, ask for the floor as a participant.
- ☑ Make sure adequate minutes are kept of each meeting and they are distributed to each committee member.

Choosing Committee Members

The make-up of certain committees is provided for in the By-laws. THA By-laws specify who serves on the Nominating Committee. The remaining committees have the Chairperson appointed by the THA President, with new Chairperson appointments made each year following the annual meeting/convention. It is then the chairperson's responsibility to appoint the committee members.

When selecting committee members, it is important the Association Executive and staff be involved. With staff assistance, the capabilities of individuals being considered for committee membership can be examined, and any additional background information needed can be gathered.

When choosing members for a committee, try to have a good mix of mature, successful, and experienced members; as well as members who are new to the profession. The newer members will bring fresh ideas and insights to the committee; experienced members will provide guidance and perspective.

One way to arrange the committees is to put the mature, experienced members on committees concerned with broad policy making and to place the younger, less experienced members on committees with high visibility. Younger members will be much more likely to perform in a position that puts them on display.

Here are some guidelines on effective committee operation:

Committee Members:

- ☒ do not have to be THA Board Members.
- ☒ should be appointed because they are either knowledgeable about or interested in the committee's area of activity.
- ☒ should know who the Committee Chairperson is.
- ☒ should know what the specific responsibilities of the committee are.
- ☒ should know what the Association's practices, policies, and procedures are.
- ☒ should know what the responsibilities of the Association are to the committee.
- ☒ should know what the past performance of the committee has been.
- ☒ should know what the reporting procedure is to the Board of Directors.
- ☒ should establish only realistic, attainable goals.
- ☒ should give recognition to the Committee Chairperson and other members of the committee.
- ☒ should get involved and participate.

Committee Size:

The size of the committee is primarily determined by its purpose and the nature of its work. If prompt action is essential, it is best to limit the number of committee members. A smaller group takes less time to organize, can communicate more rapidly, and will be able to act faster. **A decent size would be no more than five.**

The smaller committees should be:

- Awards
- By-Laws
- Finance (Audit)
- Legislative

- Membership
- PAC
- Transportation

The larger committees should have more than five, with as many as 12 or 15 members. A larger group will allow more diverse viewpoints to be heard, although it will usually take longer doing so. A larger group will be able to solve a greater variety of issues because the number of skills available will increase proportionately with the group's size.

These committees are:

- Annual Meeting (Convention)
- Community Assistance
- Education
- Public Relations
- Zoning

A committee may also appoint corresponding members to their committee. A corresponding member does not usually attend committee meetings, but does receive all committee mailings, and is asked to respond in writing to the materials, offering comments or suggestions.

Preparing for the Committee Meeting:

Preparation for the committee meeting is essential to its success. Laying the groundwork for the task the committee must accomplish is a function which begins with the Chairman of the committee and is then carried on by the members, both before and during the meeting.

An agenda needs to be drawn up and sent to all members of the committee. It should include all topics to be discussed at the meeting and should also include the date, location, starting time, scheduled breaks, and anticipated adjourning time. Any supporting or background material to further explain or detail the items on the agenda should also be included.

All needs to be coordinated through the Executive Director or THA staff member. Once the Chairperson and the THA staff have discussed the agenda, the THA staff will handle correspondence to the committee members.

Select the time and place for the meeting. The Chairperson of the committee and the staff should determine the time and place which will get maximum participation from the members. When possible, THA tries to schedule committee meetings for the same day as the Board meeting. There may be circumstances that will require the committee meeting the day before a Board meeting. There will also be times when a committee must meet in between Board meetings.

How a committee meeting is structured:

Following is the accepted sequence, or order of business, which is observed for a meeting.

1. Call the meeting to order.
2. Roll call (sometimes omitted).
3. Minutes of the previous meeting.
4. State the purpose of the meeting.
5. State briefly the program for the meeting.
6. Discuss and resolve agenda items as they appear.
7. New business.
8. Adjourn the meeting.

How Do Committees Make Reports and Recommendations to the Board?

Unless you are making a final recommendation to the Board, or asking for direction from the Board, do not waste valuable meeting time updating everyone on your committee's progress. Keep it short and to the point.

If you are ready to report on the committee's recommendation to the Board, a Committee Report Form may be used. This allows you to write out, in motion form, the recommendation. This will eliminate the concern of looking for "the right wording" during your report and will help keep you focused.

Conclusion:

Committees perform a necessary function in the operation of associations. They provide a cross-section of experience and knowledge and allow for continuity of thought and cooperation. Committee work serves as an excellent training ground for future Association leaders.

The opportunity for an individual to participate in committee work, and the challenge it provides, enhances the feeling of belonging, and of playing a significant role in the Association, and increases loyalty toward the organization.

The suggestions made in this chapter are a starting point. The quality and quantity of your participation will determine how rewarding and productive your term on the committee will be.

COMMITTEE REPORT FORM

(Directions: Each committee chairperson should complete one of these sheets prior to the Board meeting, as it will assist in your committee report.)

Today’ Date: _____

COMMITTEE NAME: _____

Last Meeting Date: _____

Issue(s) In Question: _____

This Committee is:

- ☐ **Reporting/Updating.**
- ☐ **Recommending Board Action.**

Background information and impact of issue being studied:

Recommendation for board action, if any (state in the form of a motion to be acted upon by the full board):

COMMITTEE – 2025 - 2026

Chairperson: _____

Co-Chairperson: _____

Committee Members:

You may have as many or as few members as you feel necessary to complete the yearly tasks. It is a good idea to recruit members of the Association, not currently serving on the Board. A request for volunteers will be sent to the Members.

Committee Objective:

(for 2025 - 2026)

To develop a plan to.....

To change.....

To make recommendations to.....

General:

Committees should meet in-person, by e-mail, or conference call at least once every two months, even if no activity is pending. Contact or correspondence should take place between scheduled board meetings to ensure the Chairperson has ample time to prepare a committee report, if needed.

Committee Chairpersons should document and retain all information to be compiled and sent annually to the THA office. This will ensure future committees can review prior work, before taking up a new task.

Directive:

Committee Chairperson, Co-Chairperson(s) and any committee members should discuss and prepare the 2025 - 2026 Committee Objectives as noted above. **This 'Objective' will be due by September 11, 2025.**

If your committee's objective should require funding, you must submit a 'Request for Budget Consideration.' The Finance Committee will review the current budget and funding of the Association and make recommendations to the Board on projects which could be funded. **Your budget is also due by September 11, 2025.**

Committee Objective Discussion

Date: _____

Committee Name: _____

Chairperson: _____

Co-Chairperson(s): _____

Directive Notes: _____

Final Directive: _____

DUE – September 11, 2025

COMMITTEE MEETINGS - CONFERENCE CALLS
(Documentation Form)

Date: _____

Time: _____

Committee Name: _____

Chairperson: _____

Co-Chairperson(s): _____

Participants:

_____	_____
_____	_____
_____	_____
_____	_____

Notes:



Tennessee Housing Association
REQUEST FOR BUDGET CONSIDERATION
Committees 2025 – 2026 Session

DUE – September 11, 2025

Committee Name: _____

Chairperson: _____

Co-Chairperson(s): _____

Item, process, event, etc.: _____

Member or Association benefit: _____

Amount of funds requested: \$ _____

(You may submit as many projects as you think necessary, or as many as you think is **achievable** during this annual session.)

TENNESSEE HOUSING ASSOCIATION

2025 - 2026 Committee Chair and Co-Chairs

As assigned by President Rhyn Brogden

As required by the THA Bylaws, the THA President is a member of all committees.

THA Staff supports all committees.

	<u>Chair</u>	<u>Co-Chair</u>	<u>Committee Members</u>
Audit/Finance	Paula Reeves	Barry Noffsinger	Rob Peterson; Mark Byers; Michael Johnson
Awards	Marty Mansfield	Betty Davis	THA Staff
Building	Marty Mansfield	Stephen Cole	THA Staff
Bylaws	James McGee	Owen Robertson	Legal
Codes	Scott Oliver	Bobby Campbell	THA Staff
Community Assistance	Ken McPherson	Tom Roche`	THA Staff
Convention	Bobby Campbell	Matt Belcher	Sean Norem
Education	Trey Moyer	Corey Barnes	THA Staff
Election (Bylaw Required)	Owen Robertson	Scott Oliver	Marty Mansfield, James McGee
Legislative	James McGee	Bobby Campbell	All THA Directors
Membership	Matt Belcher	Rhyn Brogden	Tupper Baker
PAC	Tupper Baker	Michael Johnson	All THA Directors; Ronny Robertson
Public Relations	Paula Reeves	Owen Robertson	THA Staff
Transportation	Rhyn Brogden	Wade Wells	Bobby Campbell; Charlie Morgan
Zoning	Bobby Campbell	Wade Wells	Steve Trent; Tammy Collett

As a reminder, not all committees are active every year. Incoming issues, tasks, member requests or Board suggestions will dictate the need for a committee to take up an assignment.

Board members may volunteer to serve and/or assist other committees, when an assignment needs additional support, or if there is specific interest.

----Effective July 1, 2025