WORKSHEET – ESTABLISHING A COORDINATING COMMITTEE

*What should the committee’s role be?* Be clear about the committee’s role, and its function to steer the development and implementation of a coordinated community response.

*How big should the committee be?* Ensure it is a manageable size. Large enough so

that it can still get business done if a few members are absent, but not so large decision-making becomes unnecessarily difficult.

*What skills does the committee need to have?* It helps to have a committee of strategic thinkers, logical thinkers and relationship builders, as well as other skills.

*Who should be on the committee?* Ensure the committee has representation from

diverse parts of the community. It is helpful to have individuals with

committee/leadership experience and a mix of skills and talents.

*What leadership roles should there be in the committee?* The committee should have a

chair. You might find it helpful to have other committee members take leadership roles

(e.g., treasurer, secretary, government relations, fundraising, etc.).

*Is there an existing committee that can do this work, or do we need a new committee?*