



# APPOINTING COMMITTEES

Once you've had collected a few people and got a chance to get to know one another, you'll need to decide whether to appoint a committee, and if you do, who should be on it.

## 1. Committee roles

Your committee might be structured along traditional lines: with a chair, a secretary, a treasurer, and other formal titles.

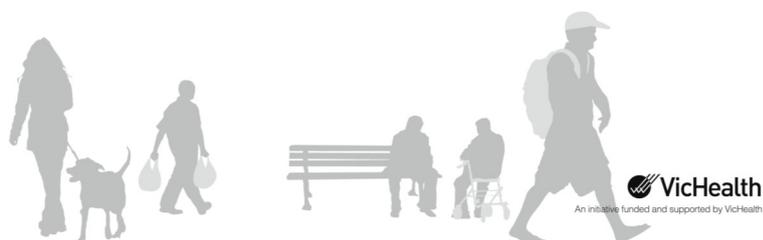
Or, you might decide to allocate responsibility for dealing with particular groups to people on the committee: someone responsible for liaising with traders; someone else with local government; someone else with state government; and someone else with other local groups, for example.

You might decide to have elections (these don't have to be major events! Just a simple show of hands or ballot will do), or simply invite nominations for the committee, and then get together to decide who takes what role.

## 2. Decide how your committee will function

As well as appointing the committee, it can be valuable to give some thought to how each meeting will be conducted.

- Will you have set agendas? Who will write them and what will be included?
- How will you make decisions? Will you vote on things, or just have discussions?
- Will you have a chairperson who runs every meeting, or rotate that responsibility around the group?
- Who will record actions and decisions from the meetings and circulate them? You could have a person nominated to do this, or again, rotate the task through the group.
- Will you serve refreshments at every meeting? Who'll be responsible for those?



### 3. Deciding on your goals

Before you start taking action, it is useful to identify some goals for the near future as well as longer term objectives.

- **Short term goals** – work will start right away, and the issue can probably be resolved within a month or two using the skills and resources of the group.
- **Medium term goals** – more research or understanding is needed, and the issue will probably take three to six months to fix, possibly with a little outside help.
- **Long term goals** – outside help (such as funding from a local council) will definitely be required, lots more information is needed, and the issue may take at least a year to fix.

Once you have settled on these, you can begin to develop strategies to help you achieve your goals. These will include deciding on who, what, when, where, how and so on.

Depending on the goal you're working on, useful next steps may include:

- Planning a neighbourhood working bee or some other activity to fix some of the short term issues (see our list of stuff you can do yourself).
- Undertaking some research to better understand the medium term issues (see the resource on our website called 'building your case for change for tips on how to do this').
- Drafting a letter or petition on a particular issue, to be circulated within the group and the neighbourhood (see our tips for successful advocacy resource for more help).