



BASIC STRUCTURE OF A COMMITTEE

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The basic structure of an effective committee comprises a chairperson and a secretary, and 8 to 20 other members who carry out tasks such as:

- attending meetings.
- giving feedback on assessments.
- supporting planning and coordination.
- supporting the implementation of project activities, including monitoring.
- implementing advocacy and lobby activities in the communities.
- and others, depending on the terms of reference of the group.

The specific responsibilities within the group are as follows:

- **Chairperson:** S/he is the named leader of the group and provides motivation for its members, chairs the meetings of the committee, and is responsible to the community and its stakeholders for supporting the interventions in the interest of the community. The chairperson is elected by the group members.
- **Secretary:** S/he is the person who keeps records, takes notes during meetings and handles all correspondence.

Once the committee has been established, it can support IOM with assessing and designing a plan that will be used as the basis for operational plans for activity implementation.

A member selected at the start might not still be a good representative some years later. Over time, the role of a group will change in response to the changing needs of the community. Members may become disinterested, may be interested in changing their role in the committee or other community members, or may become interested in joining the committee. For this reason, the system and/or timing for reviewing the function of the committee, and the roles of committee members and membership, should be determined in a transparent way that includes representatives of the general population when the group is formed, and included in the group's terms of reference. Newly created positions of power can be taken advantage of, if a system of accountability was not put in place when the group is formed. Regular, fair and transparent elections should be encouraged.

For all references please see bibliography.

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