



Central Texas - Balcones Chapter

# COMMITTEE LEADERSHIP PLANNING

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## DEVELOPING COMMITTEE STRUCTURES

### DEFINE YOUR PURPOSE/MISSION

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*Define Your Primary Objective .*

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### SET COMMITTEE GOALS

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*Set achievable goals that advance green and our mission .*

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### SET COMMITTEE STRUCTURE

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*How we can best organize to meet goals – How many people do we need?(6-8 key people).*

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### IDENTIFY TASKS/PROJECTS

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*Develop strategies/activities to further mission while utilizing volunteer talents .*

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## **COMMITTEE LEADERSHIP PLANNING**

### **ASSESS IF TRAINING NEEDED OR ADDITIONAL SUPPORT /COLLABORATION NEEDED**

*Who can help provide needed support and resources/other committees .*

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### **RECRUIT RESOURCES**

*How will you recruit them? What tools help you better achieve your goal?*

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## **CREATING JOB DESCRIPTIONS - THE PLAN**

### **TASK RESPONSIBILITIES/SKILLS**

*Identify and define tasks/Importance of Task and any special skills needed to complete task*

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### **TIME COMMITMENTS/NUMBER OF VOLUNTEERS NEEDED TO COMPLETE**

*Identify how many volunteers you need and how long it should take to complete  
(weekly, monthly, annually)*

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### **ADDITIONAL IMPORTANT INFORMATION FOR THE VOLUNTEER**

*Will they need to recruit additional volunteers/train potential new volunteers*

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## **COMMITTEE LEADERSHIP PLANNING**

### **MANAGE THE EFFORT/EVALUATE**

*How will you gather volunteers and have maximum member participation in the plan? How will you smoothly integrate volunteers into the plan? Is everyone able to make a valuable contribution (motivation)? How and when will you assess your goals /effort? Timeline?*

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### **HOW WILL YOU THANK VOLUNTEERS**

*Create an Award monthly/annually(email/newsletter)?*

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