

Ch.3. Committees



Importance of Committees

- In every organization various group of people are assigned various responsibilities. These groups are known as committees. These committees meet on various occasions as a part of group communication.
- Members of Committees are appointed or elected by the parent body.
- Committees help in decision making and problem solving process.

Definition of Committees

- 1. Louis Allen defines Committee as 'A body of persons appointed or elected to meet on organised basis for the consideration of the matters before it.'
- 2. A committee also seen as 'A group appointed by the parent organization which meets to investigate a problem and , later to formulate its report and recommendations.'

Importance of Committees

- Committees are very important for division for smooth functioning in the organization and solving the problems. Committees are required for the progressive management for conducting various types of meetings of committees for the following perspectives.

Objectives of Committees

- 1. To get a clear perspective on a given problem or issue
- 2.To take decision , based on the facts and figures
- 3.To find out the views,objectives and emotions of the participants while facing the challenging situation or a problem
- 4.to find the most appropriate solution.
- 5. To collect data

Types of Committees

- There are various types of committees depending on the purpose/objectives as well as nature of the committees. The following are the major types of committees.
- **1.Executive and Advisory Committee:**The executive committee is permanent by nature and it takes all the important decisions and advisory committee can only advise the organisations but they can't take decisions . Eg of Executive Committee is Board of Director. E.g. of Advisory Committee is a Committee appointed to advise on the financial matters of the company/organization.
- **2.Line and staff Committee:**The line committee is of the managers or it belongs to the authority e.g.Board of Directors .The line committee takes all the decisions regarding the organisations.The staff committee is advisory in nature , which advises the organization about the staff matters, but it cant take the decisions.
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Types of Committees

- **3. Permanent and Temporary committees:** Some committees are permanent in nature e.g. Standing Committee , Board of Directors, or College Development Committee .The members of this committee may change ,but the committees are permanent in nature.
- Temporary committees are appointed for only certain period , once the work is over, the committees are dissolved. E.g. Annual Day committee or Interview committee in a college.

Types of committees

- **4. Formal and Informal committees:** some committees are very formal. The meetings of these committees are arranged by giving formal notice, Agenda and Minutes are maintained after the meeting .eg. Standing Committee , Managing Committees or Board of Directors Meeting. These committees can take decisions in the matters of the organization.
- Informal Meetings do not have proper Agenda or specific powers. Eg. Committee for planning Annual Day.

Advantages of Committees

- There are some advantages of committees
- 1. Work is divided because of committees.
- 2. The members get involved in the work and decision making process is done smoothly .
- 3. Because of committee meetings various ideas are shared . Multiple views and opinions are discussed. It helps in better decision **making process and problem solving process**.
- 4. Communication is developed because of committee meetings. The members are encouraged to express their opinions and share views . They can also give feedback on various matters.
- 5. Authority is divided among the members. Rather the work is divided among the members . It brings the social values prestige among the members.

Disadvantages of Committees

- There are some disadvantages of committees also.
- 1. Most of the time the work is delayed or postponed because of committees. The members push the responsibility on each other.
- 2. Most of the time the committee members lack coordination and co-operation. There can be conflict among the members which is not a good sign of a committee meeting.
- 3. Most of the time the committee meetings are waste of time. No fruitful discussion is held and lot of time is wasted.

Questions

- 1. Define committees and write a note on types committees in detail.
- 2. Why committees are important in every organization ?
- 3. Write a note on the objectives of committees and also write in brief the types of committees.

Differences between Committees and Conferences

Conference

- Large no of participants
- More informal
- Knowledge sharing
- Wider Scope

- Free Discussions
- Participants are guided by its leader
- Suggestions are recommendations are not binding on the executives[Not compulsory]

Committee

- Up to 15 participants
- More Formal
- Problem solving is an objective
- Limited to Discussion of given problem
- Follow procedures
- Participants are guided by chairperson and agenda
- Decisions are made for implementation

References

- Business Communication :University of Mumbai Publication
- Business Communication textbook Sem I by Himalaya Publication