

### COMMITTEE DEVELOPMENT and CONTINUITY

#### **Your Committee is Key**

One key to the success of any film society is its committee. An active and responsive committee is aware of the society's needs and always on the lookout for new ideas and innovations.

The real key is how to ensure the right people are on the committee and the active members and forward thinkers are not only on the committee but happy to be there and they get a feeling of achievement in their efforts.

A committee member also needs fulfilment in their work for the society. They need to feel their efforts are worthwhile and appreciated, and gain personal satisfaction from their efforts.

In a not-for-profit, volunteer organisation rewards such as direct payment for services is not an option so any "reward" must be more subtle and link into other reward centres in the brain.

Several factors can all make committee work more enjoyable and thus more rewarding for the members and thus the committee is more likely to retain them.

#### **Clear Responsibilities.**

Ensure all committee members know what is expected of them and receive appropriate recognition and thanks where appropriate. A committee handbook can be useful to define clearly what the duties are. But it is essential that the person is a good fit to the job. There is no point having someone agree to do a job but not being comfortable or capable of doing that job effectively.

#### **Share the Work.**

Allocate jobs and set up rosters so the committee can all participate and more importantly, know when they can be expected to be involved.

#### **Teamwork.**

Many people work better in teams and rather than have people go it alone, with variable results, teamwork often produces more usable and well thought out results.

#### **Regular Meetings.**

Have regular meetings of the committee so all can participate in decisions and all know what is happening. Don't keep any committee member in the dark.

Ensure every important duty has a responsible person and an understudy who can work with them in the busy times and take over in the event of absences.

#### **Training.**

Consider training of the committee members. On the job training is simple when you have understudies, but also consider outside training for specialist activities.

#### **Make Committee work enjoyable.**

Even committee meetings should be part social in addition to covering all business matters. Have an annual get-together, an outing, either a picnic or dinner at a local pub or restaurant.

Always welcome new committee members, giving them the chance to contribute and be listened to at meetings.

Invite society members to assist with chores like supper, film appraisals, film selection etc. And in the process, groom them for committee work and joining the committee.

The hardest positions to fill are always the most important and visible - The President, Secretary and Treasurer. However, in many ways they are the easiest as they are most clearly defined.

The President co-ordinates the committee and chairs all meeting of the society with the assistance of the Vice-President. The Committee headed by the President, is responsible for the overall running of the film society.

The Secretary handles all correspondence, takes minutes of all meetings and books all venues.

The Treasurer deals with the financial side of the society, pays all bills, receives all money and gives monthly financial reports to the Committee, prepares a budget and presents an annual financial report to the AGM.

As identified in the President's address at an ACOFS AGM, on-line gamers get their fulfilment by rewards as the game progresses. They win extra tokens, abilities or even extra lives as they complete tasks in the game.

So be innovative in the way the committee members are rewarded and ensure they are satisfied in their roles and keen to continue their good work on the committee.