

Checklist: Setting up and running committees

This checklist can help you to think through the various elements involved in setting up and sustaining a committee.

Setting up committees	Yes	No
Organise leadership elections or other appropriate representation procedure		
Draw up terms of reference for the committee's work recognising different phases of camp life		
Decide on indicators of success		
Ensure representation of women, men, girls, boys, youth, elderly, vulnerable groups and host community		
Establish a meeting place and time		
Establish rotation procedures for roles and responsibilities		
Sustaining committees		
Develop a code of conduct for the committee or community		
Establish a grievance procedure		
Establish a decision making procedure		
Establish meeting procedures such as minute taking		
Establish dissemination procedures		
Establish monitoring procedures for action points		
Develop sector specific monitoring tools for committee use		
Define the information to be shared with the Camp Coordinator		
Establish removal procedures		
Provide capacity building and training		
Closing down a committee		
Ensure procedures for handing over or destroying information		

Adapted from the Good Enough Guide