

## Committees

To be effective and successful as a committee, the activities and information need to be organized efficiently. This GROUP type provides a simple but effective workspace for committees to structure, record, manage and share information. This enables members to remain informed, stay up to date and contribute when needed. Not just during meetings. From wherever they are. Progress no longer needs to be delayed by meeting face-to-face.

The structure of the group provides for:

- Understanding mandates, roles and responsibilities,
- Date stamped record keeping,
- Sharing of documents,
- Ensuring actions are executed between meetings,
- Round-robin decision making that can take place without needing to meet, and
- Openness and transparency as required for good governance.



Committees 



Information sharing,  
secretariat services, issue  
resolution & action list  
processing

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