

# **Committee Charter:** **Committee name**

**Adopted by the board of *Organization name* on *date***

*Committee charters should be reviewed at least annually by the committee and updates approved by the board.*

## **I. Committee purpose**

*A statement defining the committee's purpose and primary goals. Purpose should link back to the Organization's mission statement.*

## **II. Committee responsibilities**

*Specific authority and responsibilities of the committee. This may include activities or policies the committee is responsible for implementing. Include a responsibility for monitoring committee results and performance.*

- Responsibility 1
- Responsibility 2
- Responsibility 3

## **III. Committee membership**

*Board composition, including number of committee members, guidelines for appointing new members, expertise required and committee chair or other committee officers. Address staff relationships if applicable.*

## **IV. Committee procedures**

*Committee meeting frequency, how the meeting agendas are planned and communicated, and how meeting minutes will be drafted, reviewed, and approved. Also explain quorum requirements and if teleconference meeting participation is allowed.*