

[Committee Title]

More detailed instructions and next steps in the process available in M34, Section 6.1: Key Documents - Charter

- Committee's charge or mission statement: purpose, goals, and objectives of the group
- key areas of expected activity and/or areas that are not intended for activity;
- responsibilities and expected deliverables along with any milestones and deadlines;
- administrative details such as the name of the group and acronym (if applicable)
- The Parent Committee
- Facilitator and/or Chair including appointment/selection information
- Frequency of meetings
- Voting/ polling authority
- Reporting requirements
- Sunsetting requirements

Other administrative information as needed