

(Year) Committee Profile Template

Committee or Working Group Name	
Number of Members	(could be an exact number or a range)
Method of Appointment	(Chair, approved by Board, etc.)
Meeting Frequency	Monthly, b-monthly, as needed, etc.
Term of Office	One year, etc.
General Responsibilities	Overall description of the group's role
Assigned Strategic Plan Objectives for (year)	Goal 1, Objective 1.2, 1.4 (etc.)
Reporting Requirements	(who to report to and why, frequency, required forms, etc.)
Budget Allocation	
Staff Liaison	(name and email address)