**Committee Profile Template**

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| **Committee Name:** |  |
| **Committee**  **Type:** | Standing Committee – to be named in the Bylaws. Details in the Policy Manual  Special Committee – Details in Policy Manual |
| **Open or Closed Meeting:** |  |
| **Purpose:** |  |
| **Aligned with Strategic Plan Goals:** | Example: Goal 1, Objective 1.2 |
| **Duties and Responsibilities:** |  |
| **Size and Composition:** |  |
| **Term(s):** |  |
| **Method of Appointment for committee member:** |  |
| **Method of Appointment for Chair and Vice-Chair:** |  |
| **Qualifications to serve:** |  |
| **Absences:** |  |
| **Staff Liaison:** |  |