



ALL FACETS, ALL PHASES

Getting Started, Growing, Assessing and Evolving

Activity: Create a Committee Charter

Goals

1. Create a charter to clarify the roles and purpose of a standing committee

Prerequisites

None

Who Should Participate?

Program management
(tactical thinkers)

Length

90 minutes

Benefits

A committee charter is a best practice when creating a new committee. Benefits include:

- Helps to orient new members of the committee
- Set shared expectations
- Serves as a reference for disputes
- Provides clarity on purpose
- Serves as a touchstone as work progresses and scope creep occurs

Activity Instructions

1. Review "[Structuring a Committee Charter](#)" (pertinent info below)
2. Consider your program's overall mission/vision
3. Consider what you are trying to accomplish with the standing Committee
4. Create charter
 - The charter should be voted upon by the group (and any higher board or officers if your program has them) and reviewed on a regular basis
5. Identify location to publicly post charter
6. Re-evaluate based on a predetermined schedule



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Activity: Pilot Project Plan Template

Structuring a Committee Charter

Text below taken from: <https://landing.directorpoint.com/blog/writing-a-strong-charter-for-your-committee/>

Purpose

Many charters begin with a brief overview of the committee's purpose. This may involve crafting a mission statement or statement of purpose. The goal is to describe the board's intentions for creating the committee as well as how those intentions translate to the committee's objectives.

Committee Members

Once the board has crafted a mission statement (or similar outline of the committee's primary objective), the next section of many charters is a description of how committee memberships are determined. This description commonly includes:

1. The committee's term limits
2. How committee members are appointed
3. How the committee's chairperson is determined
4. The committee's size limitations and requirements
5. Which committee members are granted voting privileges
6. The number of board members required to serve on the committee

Roles and Responsibilities

Almost all committee charters include a detailed list of the group's roles and responsibilities. This can include information regarding the degree of autonomy with which the committee is allowed to operate; specifically, the decisions they are allowed to make without further approval from the board. Many charters also add supplemental information regarding the internal governance practices of the committee itself. This may include:

1. The committee's reporting practices
2. Requirements for taking attendance
3. Details about when the committee meets
4. The frequency of meetings in a given year
5. How meeting minutes are recorded (and by whom)
6. The designation of executive or administrative assistants
7. The level of access to sensitive information granted to others
8. The minimum number of committee members required to be in attendance in order to constitute a quorum
9. Re-evaluation period



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Additional Helpful Resources

Template

<https://www.boardeffect.com/blog/template-for-a-board-committee-charter/>

Examples of nonprofit charters:

<https://iif.io/community/groups/outreach/#about>

<https://www.arl.org/wp-content/uploads/2019/07/Charge-MEOC-2019.07.24.pdf>

<https://www.nhnonprofits.org/resource-center/sample-documents-and-templates>

Other

<https://landing.directorpoint.com/blog/writing-a-strong-charter-for-your-committee/#more-5396>

<https://www.nhnonprofits.org/resource-center/sample-documents-and-templates>

<https://agb.org/blog-post/board-standing-committee-charters/>

<https://charitylawyerblog.com/2019/11/04/setting-up-nonprofit-board-committees-for-maximum-effect/>