



Sample Committee Charter

Date

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Document Information
Revision History

Version	Date	Revision Summary

Document Owner

Name	Organization
Action Committee	CalHR

Reviewers

Name	Division	Versions

COMMITTEE GOAL

Describe vision for committee

COMMITTEE PURPOSE

Describe what committee will do

OPERATING GUIDELINES

Describe operating guidelines that will provide structure around committee meetings

AGENDA

Describe what committee will do

MEMBERS, ROLES AND RESPONSIBILITIES

Define committee member roles and responsibilities

Table 1. Roles and Responsibilities

Role	Title/Division	Responsibilities
Sponsors		
	Standing Sponsor	<ul style="list-style-type: none"> • Provides sponsorship and advocacy • Makes decisions that cannot be made at a lower level • Communicates and escalates Committee concerns and issues to Executive Governance Council • Serves as a communication liaison between the Committee and the Executive Governance Council • Ensures resources are available and committed to the Committee
	Rotating Sponsor	
Chair		
	Standing Chair	<ul style="list-style-type: none"> • Ensures Committee operating guidelines are followed • Ensures full participation during meetings • Ensures that all relevant matters are discussed • Ensures effective decisions are made and carried out • Attends and reports at quarterly Executive Governance Council meetings • Sets agenda in collaboration with committee sponsors • Manages the elections process in coordination with the Sponsors. This includes: <ul style="list-style-type: none"> ○ Facilitates voting ○ Report results to the Committee • Assists the Chair with monthly operations of the committee
	Rotating Chair	

Role	Title/Division	Responsibilities
		<ul style="list-style-type: none"> • Serves as liaison and back-up for key decisions as necessary • Organizes and runs monthly meetings in the Chair's absence
Secretary		
		<ul style="list-style-type: none"> • Records meeting minutes at all Committee meetings • Provides meeting minutes to Chair and Vice Chair within 7 days of the meeting occurrence for review • Corrects meeting minutes and distributes prior to the following meeting • Helps the Chair ensure action items are completed for follow-up • Counts and records votes • Ensures that all decisions are documented and archived
<ul style="list-style-type: none"> • Lead/ • Committee member • Subcommittee member 	May have multiple	
		<ul style="list-style-type: none"> • Understands the strategic implications and outcomes of initiatives being pursued through project outputs • Appreciates the significance of the initiatives for some or all major stakeholders and represent their interests • Is an advocate for broad support for the outcomes being pursued in the project • Is familiar with the Executive Governance Council's policies, procedures and practices on project initiation and management • Reviews status of initiatives • Fosters positive communication outside of the Committee regarding project progress and outcomes • Votes on new project proposals • Prioritize new and existing projects

Role	Title/Division	Responsibilities
		<ul style="list-style-type: none"> • Contribute and participate in necessary Action Committee activities that support the committee's purpose
Non-Voting Members		
Subject matter experts		<ul style="list-style-type: none"> • Provides additional information or advice as needed • As required, provide expertise on particular business processes or technologies

APPROVAL SIGN-OFF

This sign-off sheet is used to indicate approval of and agreement to the conditions and commitments contained in this document.

Name
Title

Date

Repeat as needed

SAMPLE COMMITTEE STRUCTURE

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GLOSSARY

Table 2: Glossary

Term	Definition or Description