**Committee Description Template**

Below is a template for a position description. Use this as a guide and customize a committee description that is applicable to the component. Committee descriptions should be reviewed annually with outgoing and incoming volunteer positions to ensure accuracy.

**Committee Name:**  
   
**Purpose of the Committee:**

* Provide a 2-4 sentence overview of what the purpose of the committee is.
* Think of this as the elevator pitch when someone asks about the committee.
* Make sure to connect the committee to the mission of the organization.

**Committee Size:**

* How many members make up the composition of the committee?
* Is there a chair?
* Are there defined positions within the committee?

**Committee Meetings:**

* How often will the committee meet?
* Will meetings be via teleconference, virtually, or in-person?

**Goals/Objectives:**

* What are the high level goals this committee should accomplish?
* Are there specific goals from the strategic plan that relate to this committee?

**Reporting Requirements:**

* Does the committee report directly to the board? Is there a defined position on the executive committee or board to whom this committee reports?
* How often does this position need to report and in what format should the committee provide information?
* Include what the committee decision making authority is including empowerment and limitations.

**Determine a Committee Meeting Plan:**

Consider how often the committee needs to meet. A sample plan is:

* Month One: Committee kick-off and orientation meeting.
* Month Two: Committee planning session: Focus on planning goal, deliverables and timelines for meeting the committee charge. Ensure this matches the strategic direction and mission of the component.
* Months Three – Ten: Committee work on goals.
* Month Eleven: Wrap-up and transition begins.
  + Successor identification.
  + Year-end report finalized.
  + Committee evaluations on goal achievement.
  + Processes recorded and prepared for information transfer.
* Month Twelve: Final Meeting.
  + Ensure all processes have been recorded
  + Information transfer has begun or is ready to begin
  + Thank volunteers for service
  + Prepare committee orientation materials and schedule committee orientation.