1. Title

2. Mission (brief statement of purpose)

3. Charge
   a. Bullets of what we are charged to do, (for example, how do members communicate with their constituents?)
   b. The range of activities and responsibilities (for example: record minutes and post to group website)
   c. What does the group plan to achieve or produce on an ongoing measurable basis=Outcomes
   d. Time line for achieving the activities/goals of fulfilling responsibilities

4. Committee Structure:
   a. Leadership
      i. Chair
      ii. Co-chair
      iii. Tri-chair
      iv. Other (describe)
   b. Membership (appointed /chosen/confirmed/elected, etc. by?)
      i. Administrator (#)
      ii. Faculty (#)
      iii. Classified (#)
      iv. Student (#)
      v. Bargaining Unit (#)
   c. Membership terms
      i. Years (?)
      ii. Number of terms

5. Decision making process
   a. Formal votes
   b. Consensus
   c. Other (describe)

6. Committee training offered

7. Meeting schedule
   a. Time/days