Committee Charter Template

|  |  |
| --- | --- |
| **Charter Name** |  |
| **Effective Date** |  |
| **Executive Sponsor** |  |

| **Objectives** | Write a general description of the committee’s primary goal. What is the committee going to do? |
| --- |
|  |

| **Purpose** |Why is the committee being established? What would a successful committee look like? |
| --- |
|  |

| **Structure**| Who will be involved? How many committee members? What areas of the credit union will be represented? Will there be term limits? |
| --- |
|  |

| **Responsibilities**| What does participation in the committee look like? What expectations are being asked of a committee member in terms of time and project participation? |
| --- |
|  |

| **Selection Process**| How are members selected to join the committee? |
| --- |
|  |

| **Deliverables / Milestones** | List of items to be delivered and major milestones that will help you measure phases or completion. |
| --- |
|  |