Committee Charter Template

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

| **Objectives** | Write a general description of the committee’s primary goal. What is the committee going to do? |
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| **Purpose** |Why is the committee being established? What would a successful committee look like? |
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| **Structure**| Who will be involved? How many committee members? What areas of the credit union will be represented? Will there be term limits?  |
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| **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? |
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| **Selection Process**| How are members selected to join the committee?  |
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| **Deliverables / Milestones** | List of items to be delivered and major milestones that will help you measure phases or completion.  |
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