

Establishing a Committee Board Planning Sheet

Committee Name: _____

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| What is the committee's purpose? | |
| What is the authority of the committee? | |
| What will the budget guidelines be? | |
| Any non-negotiable items? | |
| How and when do you want the committee to report to the board? | |
| What do you want the size and makeup of the committee to be? | |
| Recommendations for committee chair. | |
| Recommendations for committee members. | |