**Committee Description/Charge Template**

**Committee Name:** (Membership, bylaws revision, professional development, etc.)

**Authorized by:** (Identify who authorized this committee, list the name(s) and role(s). Include the date.)

**Dates/Duration Committee Exists:** (Ex. January 2023-December 2023)

**Mission Statement/Statement of Purpose:** (This can be a paragraph or a few sentences. This statement should outline charge of the committee and what they are to accomplish. Ultimately, this section should highlight the reason this committee exists.)

**Committee Membership:** (This section should outline the committee’s composition, including chair, co-chair, committee members, reporting structure, etc. The committee size and limitations should also be listed here.)

**Authority and/or Reporting:** (This section outlines what authority the committee has or does not have. This section should outline how the committee reports findings or recommendations to the board, the actions and decisions the committee or individuals can make independently, and limits on their authority. If a group does not have authority to act, implement initiatives or change practices, etc., it should be outlined accordingly, as well as how their recommendations should be reported and to whom.)

**Responsibilities**

* (Detail how the committee members will work together, how often they are to report, expectations of the committee, and the exact duties/responsibilities they are expected to fulfill. If there are various roles within the committee, outline those roles here as well.)

**Qualifications**

* Strong organizational skills
* Minute-taking experience
* Strong written communication abilities
* Good time-keeping
* Be a current member of the Council for Exceptional Children

Last Updated: Month Year