



**Center for Cooperatives**  
UNIVERSITY OF WISCONSIN-MADISON

**Board Committee Charter Template**

- **Statement of purpose**
- **Duties and responsibilities of the committee**
- **Meetings:** How often does the committee meet? Who is responsible for scheduling the meetings?
- **Reporting:** Who does the committee report to? (this may be included in the Duties and responsibilities section)
- **Membership:** How many people serve on committee? Are there ex-officio members? Who appoints the members of the committee?
- **Term of the committee:** Is it a standing committee or ad hoc? If it is a standing committee, are there terms for the committee members?