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?