

Committee Planning/Management Template

Committee Information			
Committee Title:			
Committee Chair Name:		Phone:	Email:
Note Taker/Scribe Name:		Phone:	Email:
Committee Charge/Goal:			

Committee Objectives and Deliverables (SMART ¹)				
	Objective	Deliverable	Deadline	Complete
1.				
2.				
3.				
4.				

Relevant/Related Policies, Plans, and Procedures		
	Document Name	Owner
1.		
2.		
3.		

Committee Members				
	Name	Agency	Email	Phone
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				

Meeting Frequency: Weekly Monthly					
	Date	Start Time	End Time	Location (Name, Street, City, Zip)	Room
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					

¹Specific, Measurable, Attainable, Relevant, and Time-bound

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Meeting	Action Items	Assigned To	Complete
	1a.		
	1b.		
	1c.		
	2a.		
	2b.		
	2c.		
	3a.		
	3b.		
	3c.		
	4a.		
	4b.		
	4c.		
	5a.		
	5b.		
	5c.		
	6a.		
	6b.		
	6c.		
	7a.		
	7b.		
	7c.		
	8a.		
	8b.		
	8c.		

Recommendations / Committee Closeout: