

Mission *(Required)*

Statement of purpose, spelling out what the committee is responsible for. This section may also include the committee's primary goals, objectives, and a list of activities &/or duties. Begin with the phrase "As a standing committee of the Board of Trustees (Board)..."

Committee Membership *(Required)*

Indicate the number of committee members, including any requirements for cross-team members. Clarify which committee members are non-voting. Specify the duration of membership terms, and whether multiple membership terms are allowed. Describe any specific qualifications for committee members, and the membership recruitment process – e.g. is there an open invitation for new members? Describe the internal committee approval process to nominate new members. Include these points: "All committee membership nominations are subject to Board appointment." , "A committee member may be removed by the Board at any time.", and "All committee members must be members or pledging friends of the church in good standing."

Committee Leadership *(Required)*

Indicate who leads the committee (e.g. chair, co-chairs, chair and vice-chair). Specify the length of term for the leader(s), and whether an individual may serve multiple leadership terms. Describe the committee approval process to nominate new leaders. List any other fixed roles – e.g. scribe, time-keeper. Include these points: "All committee leadership nominations are subject to Board appointment", and "The chair of the committee must be a member of the church in good standing."

Delegation of Authority *(Optional)*

If needed, detail the kinds of decisions that the committee can make without formal approval from the Board. (The Bylaws specify "The Board maintains standing committees to provide them regular expert counsel on policy matters, without delegating governance authority or oversight. Standing committees shall assist the Board in accordance with their Board-approved charters and in response to requests from the Board.")

Standard Committee Procedures *(Required)*

Indicate the frequency of regularly scheduled meetings, including the phrase "and as needed to address Board requests." Indicate whether meetings are open. Describe the decision making process – e.g. consensus or democratic voting. Include "The committee shall forward minutes of each meeting to the Board via the Board secretary, and submit a quarterly or semi-annual report to the Board."

Organization *(Optional)*

Describe any particular pertinent points about the committee structure – e.g. "the committee may establish sub-committees."