\_\_\_\_\_\_\_\_\_\_\_\_ Committee Charter

Committee Definition Sheet

# Charter Description

EXAMPLE: As the only committee with a limited period of relevance, our role is critical to the early stages of the formation of the National Society of Information Technology Service Providers (NSITSP) association. One of our first objectives is to help identify the committees needed to support our launch and begin setting guidelines for them to operate. In addition, we will serve as …

# Objectives

* Determine which committees will be needed to fulfill the initial launch and operation of NSITSP.

# Deliverables / Outputs

* Guidelines and operating procedures for each committee identified.
* Notification to the Board of meetings, activities, and all deliverables for other committees

# Approach / Communications

* Self-governing with respect to operating procedures,
* Application of all standards, processes, procedures, and communication tools as designated by the Board.

# Constraints

* All final decisions will be made by the Board based on suggestions/recommendations from this committee.

# Critical Success Factors

* Embrace of suggestions by Board
* Effective operational progress launching and operating the NSITSP
* Dissolution of the committee

# Key Performance Indicators

* Maintain a minimum of seven active members.
* Respond to Board requests upon receipt.

# Risks

* Critical, important, or urgent needs may arise before we have the ability or opportunity to identify or create a vehicle for their service.

# Issues

* Most of the members, participants, leaders, and committee members have limited experience in doing what NSITSP is attempting to do.
* We are trying to change the course of an industry that is being guided by forces outside our control.
* We have an exceptionally broad, diverse, and decentralized group of organizations and people we are trying to serve with varied needs and wants. Finding common ground needs to be a priority without interfering with our professional members freedom to operate.