

CARLI Committee or Task Force Charge Template

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This is a proposed template that would be used for all CARLI committees and task forces. The organization will call standing bodies “committees” and ad hoc groups “task forces”. Charges will be approved by the body to which the new group reports.

Name of the group:

Body to which the group reports:

Scope of work:

Process for identifying, appointing and replacing members and terms of service:

Expected reporting frequency:

Timeline:

Staff or Board liaisons: (when applicable)

Tasks required on completion of work: (e.g., handoff to another group, etc.):