**Board Committee Charter Guidelines**

Each committee of the Board will be formed using the following “Charter” format and the completed document and subsequent revisions will be recorded appropriately with the Chair of the Board Affairs Committee.

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| **(Name) Board Committee Charter** | |
| **Purpose:** | To ensure ……. The goal is to ……….. The board committee will also …… |
| **Scope of Authority,**  **Power, and Responsibility:** | The board committee will be responsible for ………  This will typically be done ……………  In addition, the board committee has the responsibility to ………………..  The committee will meet …………. |
| **Special**  **Rules of Governance:** | 1. Minutes of each board committee meeting shall be kept, and distributed to the board Secretary within seven (7) days of each meeting date. |
| 1. Each board committee meeting will begin with a reflection on the Charism of St. Paul of the Cross. |
| 3. The committee will meet at least \_\_\_\_ times a year. |
| **Membership:** | This board committee will consist of a minimum of one Board member who will be appointed by the Chair of the Board of Directors. The board committee will be chaired by a committee member elected by his/her peers. In order to develop future leaders:   * Unless otherwise authorized by the Board Chair, individuals may serve only two (2) years as the Chair * Individuals may serve on the committee for no more than eight (8) years; they may rejoin the committee after a minimum period of one year off the committee.   Further, either the Chair or Vice Chair must be a board member. |
| **Chair:** | (Name & Email) |
| **Vice-Chair:** | (Name & Email) |
| **Recorder:** | (Name & Email) |
| **Members:** | (Names & Emails) |
| **Meets:** | On |
| **Created:** | (Date) |
| **Revised:** | (Dates) |