## Committee Charter Template

## 1. [Title of Committee] Overview

## Establishment Date: Click or tap here to enter Committee establishment date: MM/DD/YYYY

## 2. Mission

## Click or tap here to provide a brief statement of USC’s mission and/or vision for this Committee. Include information on who the Committee serves within the USC community. Include a reference and link to any University policies, or procedures, if applicable.

## 3. Authority and Responsibilities

## Click or tap here to list in bulleted format the governing authority and responsibilities of the Committee. Include and list any reports the Committee will receive and review. Provide information on whether or not the Committee will be responsible for any supplementary reviews/reports, in addition to the Committee’s main advisory and oversight roles in a separate list or paragraph.

## 4. Membership

## Click or tap here to list Committee representatives; include key areas/functions. Include information on how often and when Committee members will be confirmed, and how often changes in membership are made.

## 5. Meetings

## Click or tap here to provide information on Committee meetings. Include information on how often the Committee will convene, when a quorum is achieved, and acceptable forms of attendance (In-person, vs virtually).

## 6. Agenda, Minutes, and Reports

## Click or tap here to provide information on who will provide administrative support and develop the meeting agendas. Provide a list of what will be recorded in the meeting minutes and who is responsible for recording and sharing.

## 7. Contacts

## Please direct any questions regarding the Committee to:

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| --- | --- | --- |
| **OFFICE** | **PHONE** | **EMAIL** |
| Xxx | Xxx | [xxxx@usc.com](mailto:xxxx@usc.com) |

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| **STANDARDS GOVERNANCE** | |
| **Committee Number:** | [Committee Number] |
| **Committee Establishment Date:** | [Month DD, YYYY] |
| **Committee Chair:** | [USC Position/department/office] |
| **Committee Vice Chair:** | [USC Position/department/office] |
| **Committee URL:** | [Include links to where information on the Committee is hosted on USC’s websites.] |
| **Supplemental Documents:** | [Insert any supplemental documents created related to the Committee (e.g., policies, forms, procedures, FAQs)] |