**Standing Committee Charter Template**

*A Committee Charter defines the work, purpose, and other details of each Committee of the MCOC and the MCOC Board of Directors.*

**What is the Name of this Committee?**

**What is the Purpose of this Committee?**

**Who is/are the Chair/ Co-Chairs?**

**Who are the members of this Committee?**

**What is the Scope of Work that this Committee is to accomplish?**

**What Research and/or Resources will be needed to inform and accomplish this work?**

**What time frames are of importance for this group to be effective?**

**How often will this Committee communicate with the MCOC and/or the COC Board of Directors?**

**What information is to be shared/reported by the Committee?**