**Committee Purpose Outline**

This form is to be completed before committee appointments are made. Depending on the agreement with the committee chairperson, adjustments in the specific duties and responsibilities, etc., may be necessary.

Date

Name of Committee

Type of Committee: Standing Program/Activity Ad Hoc/Special

Scope of Committee: Club Community County

Multi-County District State

Purpose: \_\_\_\_\_\_

Specific Duties and Responsibilities: \_\_\_\_\_\_

Chairperson’s Name and Phone:

Committee Members Names and Phone Numbers:

Council Liaison:

Staff Contact:

Time to Report to Council:

Time Commitment to Committee:

Budget:

Other Resources Available:

Coordination with Other Committees:

Committee Name Committee Contact

Support Material Available:

Other: