

Committee Roles & Responsibilities Template

Use this customizable template to define clear roles, improve accountability, and strengthen your committee's performance.



Committee Name



Purpose

Briefly describe why this committee exists and what outcomes it supports. *Example:* "The Finance Committee ensures responsible management of organizational funds and provides financial oversight to the board."



Key Roles & Responsibilities

Chair (or Chairperson)

- Leads meetings and ensures agendas align with committee goals
- Coordinates with staff and the board to keep work on track
- Encourages participation and maintains focus on outcomes
- Reviews progress toward key objectives

Vice-Chair

- Supports the Chair and fills in when they are unavailable
- Oversees assigned initiatives or subcommittees
- Helps maintain accountability across committee work

Secretary

- Records and distributes meeting minutes
- Maintains accurate records of attendance and decisions
- Ensures members receive meeting materials in advance

Treasurer (if applicable)

- Prepares and reviews financial statements
- Tracks budget performance and reports to the board
- Advises on resource allocation or funding needs

Committee Members

- Supports the Chair and fills in when they are unavailable
- Oversees assigned initiatives or subcommittees
- Helps maintain accountability across committee work



Terms of Service

Outline expectations for meeting frequency, term length, and quorum. *Example:* "Members serve two-year terms and attend a minimum of 75% of meetings."

Sign-Off

Committee members acknowledge their understanding of these roles and responsibilities by signing below:

Name _____

Role _____

Signature _____

Date _____