

# 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 \_\_\_\_\_