



# Committee Operating Agreement

<b>Committee Name:</b>	
<b>Academic Year:</b>	
<b>Chair/Co-chairs:</b>	
<b>Committee reports to:</b>	
<b>Committee Member Names:</b>	
<b>Date:</b>	
<b>Prepared by:</b>	

## Committee Charge

**SAMPLE TEXT:**

This committee serves as the guidelines and ground rules to help the committee work most productively together over the course of the year. The Committee Operating Agreement (COA) is a living document and may be updated as the need arises throughout the year. Any updates will be discussed with and ratified by the committee members.

## Committee Communications

[Describe how the committee members will communicate with each other. Include where committee documents will be stored and how they may be accessed, how and when meeting agendas and minutes will be distributed, and how information will be handled.]

## Decision Making

[Describe how committee members will make decisions. Everyone must agree on how decisions will be made to ensure that everyone can live with the decisions made and to ensure that the project can move forward. Include guidelines for voting on decisions, how decisions will be documented, definitions of key terms, and what happens if the committee cannot come to a decision (for example, escalation to the committee report or governing body).]

## Meetings

[So much project work and decision-making happens during meetings that it is important to establish how committee meetings will work. Address what will happen at meetings (generally). Establish who will be responsible for the facilitating, frequency, and scheduling of meetings, and attendance expectations.]

## Annual Objectives

[Outline the objectives that the committee expects to accomplish in the current academic year. These objectives should be doable and measurable.]

### SAMPLE TEXT:

- Develop a new three year student success plan (i.e., if this was within the charge of the committee).
- Follow a collegial and participatory governance process toward adoption of the new plan.
- Develop an implementation plan for the first, second, and third year of the plan.

### Reviewed and approved by:

\_\_\_\_\_  
Committee Chair Date

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Committee Co-Chair Date

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Committee Member Name Date

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