

Cooperative Committee Charter Guide

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MISSION WEST COMMUNITY DEVELOPMENT PARTNERS
COOPERATIVE DEVELOPMENT CENTER

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Using this Template:

This template is designed to support the simple formation of effective committees. Please feel free to make any modifications to it that allow you to better meet that goal.

If you would like to provide feedback on this template or need more detailed support in forming and maintaining committees, please contact the [Mission West Cooperative Development team](#).

Name of Organization

Name of Committee

Charter

Statement of Purpose

This is a short statement which identifies why this committee should exist. Answering the following questions will be helpful in crafting this statement:

- How does the work of this committee support the cooperative?
- Why is a committee the chosen format to do this work?

Roles and Responsibilities

This section details the work of the committee. Answering the following questions will be helpful in crafting this section:

- Are there any deliverables (e.g., reports) expected of this committee?
- Is this committee expected to interact with outside groups?
- How will the board know the committee is being effective?

Authority

This identifies the extent of the committee's authority. Answering the following questions will be helpful in crafting this statement:

- Has the board delegated any authority to this committee to make decisions on behalf of the board (e.g., an HR committee may have hiring/firing authority, or a finance committee may have authority to approve budget amendments)?
 - What are the limits to that authority?
 - How can appeals on these decisions be made to the board?
- Has the board delegated any authority to this committee to make commitments on behalf of the cooperative (e.g., an outreach committee may contract with a printer)?
 - What are the limits to that authority?
 - How are the commitments tracked/reported to the board?
- Are there funds or other resources available for this committee to use?

Composition

This section identifies who will serve on the committee and what rights/responsibilities those individuals have with regard to the committee. Answering the following questions will be helpful in crafting this section:

- Is a board member required to be on this committee?
- Is a board officer required to be on this committee?
- How are members of the committee recruited/selected?
- Is the chair of the committee selected by the committee itself or appointed by the board?
- Are staff allowed on the committee?
- Are cooperative members allowed on the committee?

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- How large should the committee be?
- Is everyone on the committee a voting member, or are some advisory?
- Are there ratios between the varying types of committee members that should be maintained?

Operations

This section details the nuts and bolts of how the committee does its work. Answering the following questions will be helpful in crafting this statement:

- How frequently should the committee meet?
- How is quorum determined?
- Are meetings open? If so, are there limits to who may attend?
- Are minutes expected to be taken?
- When should this committee have concluded its work?