

Healthcare and Medical Practice Success Essentials <sup>™</sup>

# Introduction to Committee Charters, Agendas, and Minutes



953 Fort Getty Road, Jamestown, Rhode Island 02835 🗾 401.239.6100 www.mikedelmonicoconsulting.com

Copyright 2020 Mike Delmonico Consulting, LLC <sup>™</sup>

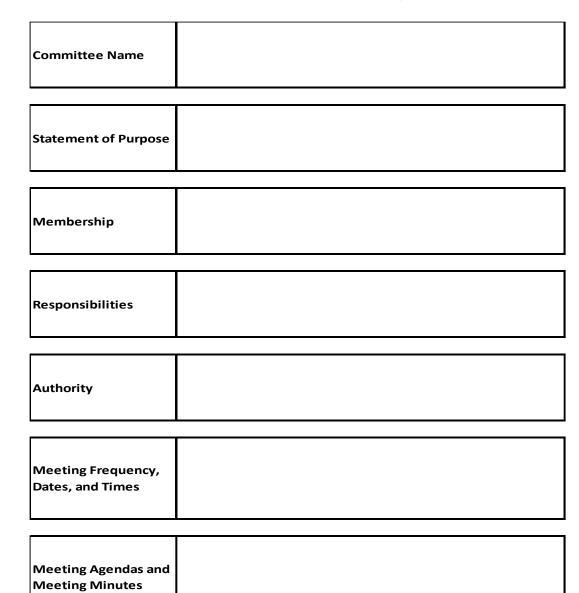


## **Committee Charters, Agendas, and Minutes**

Committee charters, agendas, and minutes are essential organizational structures and tools. Together they are components of effective organizational governance and management. They are remarkably simple concepts that require diligence and commitment to establish and maintain. They are essential for documenting thought, establishing accountability, and tracking actions. If it's not documented then it might has well not happened.

Copyright 2020 Mike Delmonico Consulting, LLC ™

### Mike Delmonico Consulting, LLC



#### Committee Charter

A committee charter establishes the committee's mission, make-up, and management. It sets standards for organization, responsibility, and accountability. It is the framework for meaningful and effective meetings.

Copyright 2020 Mike Delmonico Consulting, LLC ™

#### Meeting Agenda and Minutes

A committee's meeting agenda and minutes establish the when, what, and who. They document participation and insights. They are the framework for establishing accountability and tracking actions.

Committee Name	
Meeting Date and Start Time	
Meeting Agenda	
In Attendance	
Excused	

Торіс	Discussion	Actions

ting Close Time and Recorder
------------------------------

Copyright 2020 Mike Delmonico Consulting, LLC <sup>™</sup>

#### Meeting Agenda and Minutes Template