

 Mike Delmonico Consulting, LLC ™

Healthcare and Medical Practice Success Essentials™

Introduction to Committee Charters, Agendas, and Minutes

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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 have well not happened.

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.

Committee Charter Template

Committee Name	
Statement of Purpose	
Membership	
Responsibilities	
Authority	
Meeting Frequency, Dates, and Times	
Meeting Agendas and Meeting Minutes	

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.

Meeting Agenda and Minutes Template

Committee Name		
Meeting Date and Start Time		
Meeting Agenda		
In Attendance		
Excused		
Topic	Discussion	Actions
Meeting Close Time and Recorder		