**Committee Inventory**

**Purpose of Committee Inventory**

This tool can provide colleges:

- a comprehensive inventory and identification of groups

- the ability to review alignment of groups and structure to institutional mission and priorities

- a way to assess effectiveness and efficiency of structure

- a possible template to use whenever a new group is to be created

* Name of Group
* Charge
* What is the group's connection to the college's Mission/ Vision/ Values
* If group is primarily responsible for a plan, initiative, process, etc. indicate it here:
* To whom does the group report?

**Group Characteristics**

* Select what type of group it is (note: the college should define these terms)
  + Committee
  + Task Force
  + Ad Hoc
  + Workgroup
  + Not sure [note: this would alert the college to better define this group]
  + Other
* What is the group's primary function?
  + Shared Governance
  + Administrative/ Operational
  + Don't know/ not sure
  + Other…
* The group
  + has authority to make decisions and/or change/set policies
  + operates in an advisory capacity and makes recommendations to another group
  + receives and reviews reports and provides feedback, but does not set policy
  + Not sure
  + Other…
* What is the lifespan of the group?
  + No defined end date
  + Expected to disband upon completion of task or project
  + Expected to disband, but at an undetermined date
  + Not sure
* How often does this group meet?
  + Weekly
  + Bi-weekly
  + Monthly
  + Once or twice per semester
  + As needed

**Membership**

* List by position and department and/or constituent group, not name of representative
* indicate number of representatives for each position
* length of term and maximum number of terms, if applicable (i.e., 1 year term, maximum 2 terms)
* Chair/ Co-Chair 1
* Co-Chair 2
* Faculty
* Classified
* Administration/ Management
* Student
* Other (Board Member, Community, etc.)
* Resources (provides information, expertise or data, but does not participate in group’s decision-making)
* Administrative Support

**Group Contact**

* Website
* Check if the group posts any of the following
  + Agenda
  + Minutes
  + Resources
  + Other…
* Group's Main Contact - provide the following: Name, Position in Group, Employee Title, Department, Email Address
* Updated on
  + Month, day, year

.