**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

.