

[Committee Title]

More detailed instructions and next steps in the process available in M34, Section 6.1: Key Documents - Charter

The following two sections carry over from the Issue Charge

- ~~If starting a new Task Force~~
  - ~~statement of the issue to be addressed, as refined and detailed from the Issue Charge;~~
  - ~~source of the issue or concern;~~
  - ~~indication whether or not the new work is to address specific technical issues and/or to address broader policy issues;~~
- ~~For all groups~~
- Committee's charge or mission statement: purpose, goals, and objectives of the group;
- key areas of expected activity and/or areas that are not intended for activity;
- responsibilities and expected deliverables along with ~~their~~ any milestones and deadlines;

New section to be added

- ~~intended decision making method (Tier 1 or Tier 2—see the Decision Making portion of Section 7, Processes for Issue Consideration and Resolution at the Task Force and Subcommittee Levels ;~~
- administrative details such as the name of the group and acronym (if applicable)
- ~~The~~ Parent Committee
- ~~Facilitator and/or Chair~~ including appointment/selection information
- ~~Frequency of meetings~~
- Voting/ polling authority
- Reporting requirements
- Sunsetting requirements
- ~~Other administrative information as needed, and so forth; and~~
- ~~expected overall duration of work.~~



*More detailed instructions and next steps in the process available in M34, Section 6.4.2: Chartering a New Group.*