

ELAC Committee Charter Template

ELAC Committees can be established as needed, when developing the *ELAC Work Plan*.

Committees will provide recommendations and advice, as charged in the *Committee Charter*, to carry out the *ELAC Work Plan*. Including both ELAC Members and Regional Advisors, and others who are not part of ELAC, will allow ELAC to benefit from specialized expertise and provide the opportunity to engage stakeholders. DEL should appoint the chairperson of each new committee. However, where one or more other agencies request advice, that agency or agencies should designate the chairperson of new committees.

It is recognized that existing committees that become part of ELAC will have existing leadership and structures. Thus, existing committee leadership and charters will be handled on a case-by-case basis. The following *Charter* shall be completed for each newly created Committee.

A. Committee Name:

B. Purpose

- ✓ The purpose of this Committee is to:

C. Objectives, Deliverables, Timeline and expected number of meetings

- ✓ The objectives of this Committee are:
- ✓ The required (and or desired) deliverables, and timeline and due dates for each deliverable are:
- ✓ The anticipated number of meetings and the timing of meetings is:

D. Structure

- ✓ The committee is a _____ (standing or ad hoc committee).
- ✓ The structure and anticipated sub-committees are:

E. Key Context and Considerations

- ✓ Key context and considerations that will inform the Committee's work are:

F. Committee Composition (Number of members and the representation and expertise needed to deliver results).

- ✓ To meet the Committee objectives and provide useful deliverables, the Committee should be composed of _____ (#) of members with the following expertise and representation:

G. Stakeholder Engagement (Level of stakeholder engagement and responsibilities for conducting stakeholder engagement)

- ✓ To meet the Committee objectives and provide useful deliverables, the following type of stakeholder engagement is needed:
- ✓ The following agencies/individuals will be responsible for developing and conducting the stakeholder engagement:

H. Committee Chair

- ✓ The following (Name and Expectations)

I. Committee Staffing (Who/How will the Committee be staffed?)

- ✓ The following agencies/individuals will provide staffing for the Committee: