

Agriculture Advisory Council Committee Charter Template

1. [Title of Subcommittee] Overview

Establishment Date: MM/DD/YYYY

Duration or Completion Date: MM/DD/YYYY

2. Mission

Briefly state the mission or problem statement for this Subcommittee.

Example: The mission of the [topic of the subcommittee] is to review existing regulations or gather information about [specific topic], contact farmers about or food producers to determine the impact of [specific topic], and make policy, regulatory or other recommendations to the Agriculture Advisory Council

3. Authority and Responsibilities

The [specific topic] Subcommittee is authorized under Article VIII, sec 9 of the bylaws. Further guidance on subcommittee operation is found in Section 5 of the Operating Guidelines.

List any reports the Committee will receive and review. Provide information on whether or not the Committee will be responsible for any supplementary reviews/reports, in addition to the Committee's main advisory and oversight roles in a separate list or paragraph.

4. Membership

Role	Member	Responsibilities
Chairperson		Leads the committee, sets agenda, facilitates meetings, reports to Agricultural Advisory Council
Vice-Chair		Assists the Chairperson and steps in when they are not available
Note-taker		Takes meeting minutes, manages documentation
Members		Participates in discussion, contributes to initiatives and helps execute committee projects.

5. Meeting frequency

Provide information on Committee meetings. Include information on how often the Committee will meet and acceptable forms of attendance (In-person, vs virtually).

6. Agenda, Minutes, and Reports

Provide information on who will provide administrative support and develop the meeting agendas. Provide a list of what will be recorded in the meeting minutes and who is responsible for recording and sharing.

7. Scope of Work

- a. Objectives [state specific objectives the subcommittee with accomplish]
- b. Decision making is consensus or majority input to shape recommendations and guide implementation of subcommittee activities. Any internal votes are for coordination purposes only and do not constitute Agricultural Advisory Council decision.
- c. Deliverables
 - i. Recommendations to the Agricultural Advisory Council on [specific topic]
 - ii. Regular progress updates to the Council
 - iii. Report summarizing outcomes, lessons learning and suggestions for any continuing work