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## A picture containing text, font, graphics, graphic design Description automatically generated Example Charter Template

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| Joint Chemical Safety Committee Charter  *TEMPLATE EXAMPLE* | | |
| **Co-Chairs** | | *[insert names/ position title]* |
| **Date Initially Approved by Joint Committee** | | *[insert date]* |
| **Most Recent Review by Joint Committee** | | *[insert date]* |
| **MISSION, GOALS, AND OBJECTIVES** | *[Insert mission, goals and objectives of the Committee]* | |
| **STRUCTURE, MEMBERSHIP AND ROLES** | *[Insert roles of Co-Chairs, Secretary and Committee members, management, and other positions; balance of management and worker representatives, length of service and election procedures]* | |
| **RESPONSIBILITIES, ACTIVITES AND EXTENT OF AUTHORITY** | *[Insert activities, responsibilities and authority of the Committee; management support of the Committee]* | |
| **MEETINGS** | *[Frequency, duration, location and times of meetings]* | |
| **RESOURCES NEEDED** | *[Insert list of resources and references that are needed for the Committee to do its work]* | |
| **DECISION MAKING PROCESS** | *[Insert decision making process, voting procedures, quorum]* | |
| **COMMUNICATIONS/REPORTING** | *[Insert description of how the Committee communicates, and to whom, meeting decisions, meeting summaries/reporting – including status update/action items/who is responsible, actions taken]* | |
| **EFFECTIVENESS EVALUATION** | *[Insert list of annual goals and critical success factors to evaluate the Committee’s effectiveness]* | |