**Organization Chartering Information Worksheet**

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| --- | --- | --- |
| **Organization** |  |  |
| Status: |  | planned |
| Type *(select one)*:  |  | [ ]  Committee[ ]  Subcommittee[ ]  Task Team | [ ]  Board[ ]  Unit[ ]  Subunit |
| Formal Name: |  |       |
| Acronym: |  |       |
| Parent group: | 1 |       |
| Predecessor group: | 1 |       |
| **Authorities** |  |  |
| *Delegation of authority, if any, regarding the establishment/oversight of subgroups*  |
| Delegated authority: | 2 |       |
| Delegable? *(select one)*: |  | [ ]  YES[ ]  NO |
| Conditions of delegation: |  |       |
| Delegated by: | 1 |       |
| *Other delegations of authority* (repeat for each authority) |
| Delegated authority: | 3 |       |
| Delegable? *(select one)*: |  | [ ]  YES[ ]  NO |
| Conditions of delegation: |  |       |
| Delegated by: | 1 |       |
| **Roles & Responsibilities** |  |  |
| *Chair* |  |  |
| Term length: | 4 |       |
| Consecutive terms allowed? *(select one)*: |  | [ ]  YES[ ]  NO |
| Maximum term length: | 4 |       |
| *Primary Members* |  |  |
| Term length: | 4 |       |
| Consecutive terms allowed? *(select one)*: |  | [ ]  YES[ ]  NO |
| Maximum term length: | 4 |       |
| Technical Advisors can be added as associate members? *(select one)*: |  | [ ]  YES[ ]  NO |
| <Org>’s primary responsibility: |  |       |
| **Purpose & Deliverables** |  |  |
| The <org> is established to: |  |       |
| Generally describe the <org>'s expected deliverables: |  |       |
| Legend: |  | Required |
|  |  | Optional |
|  |  | Prefilled / no entry |
|  | 1 | Pick from list of organizations |
|  | 2 | Pick from list of authorities (subgroup) |
|  | 3 | Pick from list of authorities (financial or process) |
|  | 4 | Pick from list of term lengths |