Thought Force, Task Force or Committee Formation Checklist

Name _____

1. What has prompted the creation of this committee?

2. What is the committee's charge?

3. When will committee report to the directing body?

4. Who will appoint another member if someone resigns?

5. What needs to be included in reports, i.e. background, recommendation(s), costs? For further assistance see the KBDM Guidelines (Knowledge Based Decision Making) Step 2.

6. Will there be expenses?

7. Who are the members of the committee? (Include email address, and phone # of each member)

8. Who will the chairperson be?

Adopted 2025