



## **San Francisco State University Committee Checklist**

### **Executive Sponsorship**

The Committee must be sponsored by either the President or a Vice President.

### **Charge**

The President appoints members to the Committee via a charge letter based on their role.

### **Composition/Membership**

The composition or membership of the Committee should be diverse and inclusive. Including a wide range of perspectives is key in campus shared governance.

### **Charter**

The Committee must develop a charter that lays out the charge and purpose of the Committee, the Committee membership, meetings, and policy development responsibilities.

The charter must be approved by the Committee, the appropriate Vice President, and the President.

### **Subcommittees**

The Committee may establish subcommittees, as appropriate, and designate members to those subcommittees.