How to use the CLHO Committee Charter Template

The areas that are editable of the Charter Template are highlighted yellow. The other text is not editable and is standardized across Committees.

Establishment and Authority – Do not edit.

Public Health Modernization Background – Do not edit.

Purpose of CLHO Committees

1. Fill in the editable area with the name of the committee.
2. Delete committee content that is not applicable to your committee. (i.e. Prevention and Health Promotion would only leave the content that is written about Prevention and Health Promotion.)
3. Review the overview and Areas of Work to be Addressed by Committee sections and edit language to ensure it captures the breadth of work being done by the committee. Do not include Program Elements.

Terms – Do not edit.

Type of Committee – Write Standing or Special depending on what type of committee.

Composition and Governance – Do not edit.

Decision-making – Do not edit/TBD depending on CLHO Board’s decision on standardized decision-making process.

Committee member roles – Review and add to list if there are Committee specific member roles.

Co-Chair roles – Review and add to list if there are Committee specific Co-Chair roles.

Meetings – Edit when meetings will take place.

Communications – Do not edit.

Workplan – Do not edit.