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# Conference Source Steering Committee Charter

**Project Name:** Conference Source: Streamlining Business Processes

**Prepared By:** Conference Source

**Date:** [Month, Date, Year]

## I. Project Overview:

[Name of Project] aims to [describe project goal and purpose]. The Steering Committee plays a crucial role in guiding the direction and success of the project.

## II. Function and role of the Steering Committee:

The Steering Committee is established to provide guidance and direction to [Name of Project/Organization]. The Committee is responsible for ensuring the project/organization stays aligned with its objectives and goals. The key functions and roles of the Steering Committee include:

- Overseeing the strategic direction of the project/organization.
- Making decisions on behalf of the project/organization.
- Reviewing progress towards project/organization objectives and goals.
- Providing direction and guidance to ensure the project/organization has adequate resources.
- Resolving conflicts and issues that arise within the project/organization.

## III. Steering Committee Members and Chair:

[Name of Members/Stakeholders]	Role

## IV. Individual Membership Roles and Responsibilities:

Individual membership in an organization is an important role that requires commitment and dedication to the organization's goals and objectives. The following are the key roles and responsibilities of an individual member:

- *Attendance:* Regular attendance at membership meetings and events is expected of all members.
- *Participation:* Active participation in discussions and decision-making processes is crucial to the success of the organization.
- *Communication:* Keeping informed about the organization's activities and communicating suggestions, concerns, or ideas to the appropriate person or committee is a key responsibility of all members.
- *Support:* Providing support to the organization through volunteer work, financial contributions, and promoting the organization to others is essential for its success.
- *Compliance:* Adhering to the organization's bylaws, policies, and procedures is expected of all members.
- *Representation:* Representing the organization in a positive and professional manner is important for building and maintaining its reputation.
- *Ideas:* Bringing new and innovative ideas to the table is encouraged and helps the organization to continue to grow and achieve its goals.

These roles and responsibilities serve as a general guide for individual members. The specific duties and expectations may vary depending on the organization.

## **V. Agenda and Minutes:**

Steering Committee meetings will be held on a regular basis, as determined by the Chairperson. Agendas for meetings will be distributed in advance of each meeting. Minutes will be taken at each meeting and distributed to all members.

## **VI. Proxies to Meetings:**

Steering Committee members may appoint a proxy to attend meetings on their behalf, if necessary. Proxies must be approved by the Chairperson and have full voting rights.

## **VII. Goals, Objectives, and Decision-Making:**

The Steering Committee is responsible for setting project goals and objectives. Decisions will be made by consensus of the Steering Committee, whenever possible. If consensus cannot be reached, a vote will be taken, with the Chairperson having the casting vote in the event of a tie.

## **VIII. Governance Protocols including Strategic and Operations:**

The Steering Committee will oversee the implementation of governance protocols to ensure the project stays on track and aligned with its goals and objectives.

The Committee will also ensure the project has adequate resources and make decisions on behalf of the project as needed.

## **IX. Steering Committee Agreements:**

Steering Committee members are expected to adhere to this charter and any agreements reached during meetings.

## **X. Appropriate Appendices:**

Any relevant documents, such as project reports, budgets, or other information, may be appended to this charter as needed.

Signed:

[Name of Chairperson], Chairperson

[Name of Members], Members