Formation Committee Charter

Committee Definition Sheet

# Charter Description

This committee was formed with the intent of creating a foundation for the National Society of Information Technology Service Providers (NSITSP) association. This committee will remain active until the objectives have been accomplished.

# Objectives

* Determine which committees will be needed to fulfill the initial launch and operation of the not-for-profit membership association (the Society).
* Form the general committee guidelines for all committees
* Form the specific committee charter of responsibilities for each committee
* Establish the guidelines for the election process
* Oversee the initial election process

# Deliverables / Outputs

* Recommendations to the board for which committees are needed for the society
* Charter and operating procedures for each committee established.
* Notification to the Board of meetings, activities, and all deliverables for other committees
* Election procedures
* Budget, as needed

# Approach / Communications

* Self-governing with respect to operating procedures
* Application of all standards, processes, procedures, and communication tools as designated by the Board.

# Constraints

* Committee recommendations will be submitted to the Board for approval.
* This committee has a limited scope and is expected to be dissolved after the objectives are accomplished.

# Critical Success Factors

* Be responsive to all Board requests
* Effective collaboration between committee members in achieving our objectives
* Effective operational progress launching and operating the member organization
* Setup and execute successful and repeatable election process
* Write good documents
* Completing the Objectives and Deliverables of the committee

# Key Performance Indicators

* Annual survey of board for effectiveness
* Annual survey of board members on their feelings about committee collaboration
* Are committees being formed? Do all committees have a charter template?
* Follow up survey after election

# Risks

* Critical, important, or urgent needs may arise before we have the ability or opportunity to identify or create a vehicle for their service.
* Committee member burnout

# Issues

* Most of the members, participants, leaders, and committee members have limited experience in doing what NSITSP is attempting to do.
* We are trying to change the course of an industry that is being guided by forces outside our control.
* We have an exceptionally broad, diverse, and decentralized group of organizations and people we are trying to serve with varied needs and wants. Finding common ground needs to be a priority without interfering with our professional members freedom to operate.