

Committee Classification Guidelines and Definition of Terms

The following classification guidelines and definition of terms are to be utilized when updating existing or forming future committees:

- Standing—permanently in existence in order to deal with a particular, ongoing function or issue. Types of standing committees include but are not limited to:
 - Advisor—having the function of giving advice or making recommendations, usually with the implication that the advice or recommendations given may not be followed
 - Steering—having the function of deciding agendas and topics for discussion and prioritizing action or urgent business
 - Sub—having the function of dealing with a specific issue assigned from a parent, standing committee and primarily consisting of members from the parent, standing committee. Sub Committees must be linked to a parent committee rather than stand alone.
- Ad hoc—temporarily in existence in order to respond to a specific need or requirement. Types of ad hoc committees include but are not limited to:
 - Task Forces—a group of people and resources temporarily brought together with a predetermined agenda and deliverables to work on a **strategically impactful issue** in order to achieve a specific purpose in a short amount of time.
 - Work Groups—a group of people and resources temporarily brought together with a predetermined agenda and deliverables to work on an **operationally impactful issue** in order to achieve a specific purpose in a medium amount of time.
 - Review Committees—a group that is charged with looking at something critically, considering something again, giving an opinion, or surveying the past.
 - Award Committees—a group that is charged with oversight and deliberation regarding the nomination and selection process and outcomes for annual awards.
 - Investigatory/Disciplinary Committees—a group charged with the investigation and/or disciplinary action regarding a specific issue or person.