



## Roles and Responsibilities Template

**Purpose of committee:** Why the committee exists

(insert text)

**Membership:** Include staff, caregivers, students, administrators, and community members

(insert text)

**Roles of members/chair:** Outline members' tasks and responsibilities

(insert text)

**Expectations:** Steps to achieving goals

(insert text)

**Meetings:** How often, when, how long, and location

(insert text)