

Minnesota Geospatial Advisory Council Committee/Workgroup Charter

Instructions:

The purpose of the charter is to provide information to the Minnesota Geospatial Advisory Council about a proposed committee or workgroup. The information will help determine if the committee or workgroup should exist and if it supports the mission of the GAC. Once a committee/workgroup is up and running, the charter helps to guide the group and lets others know about the purpose of the group.

1. *Replace "Committee/Workgroup Name" with the name of the proposed committee/workgroup*
2. *Define the mission of the committee/workgroup. What is the purpose of the committee/workgroup? Explain why it should exist.*
3. *Identify what the objectives and deliverables of the committee/workgroup will be.*
 - a. *What products or services will it provide?*
 - b. *What are the benefits of the committee/workgroup activity and who does it benefit? Quantify if possible.*
 - c. *Identify dependencies and relationships to other committees, workgroups and/or projects.*
 - d. *What happens once the committee/workgroup completes its work?*
4. *Define resources and timing*
 - a. *What resources are anticipated to be needed? Quantify to the extent possible.*
 - b. *When will the activity be completed? Provide measurable significant milestones if possible.*
5. *List the anticipated participants and their roles and responsibilities*
 - a. *Committee/workgroup chair*
 - b. *Committee/workgroup vice chair*
 - c. *Known or anticipated members*
 - d. *Stakeholder groups and their interest*
6. *Identify who created the charter and their contact info*
7. *Once the charter is approved, add the GAC approval date.*
8. *Finally, delete this instructions section 😊*

Committee/Workgroup Name

Mission statement:

Objectives and Deliverables:

Resource requirements and timing:

Anticipated participants and their roles and responsibilities:

Minnesota Geospatial Advisory Council
Committee/Workgroup Charter

Prepared by:

Date approved by the Geospatial Advisory Council: