



STEP 1: TOOLS AND RESOURCES

INTRAMURAL COMMITTEE ORGANIZATION TEMPLATE

Having an organizational structure outlined in writing is a useful resource when forming your intramural committee. It helps to provide structure to your intramural committee and highlight some of the key details about the committee's work such as: the goals of the committee; time and place of meetings; group agreements, such as being on time and respecting each other's opinions and contributions, which can be co-created with committee members at the first meeting; and an overview of potential roles and responsibilities of committee members. Specific roles and responsibilities will be determined as part of Step 3 of this process. Include information that would be helpful for new members who may join over the course of the year.

Feel free to use this template. As your committee is assembled, you can add more information and categories, remove information, or otherwise customize this form to meet your needs.

School year:

Staff lead(s) or advisor(s):

Time and place of meetings:

Our goal:

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Our agreements:

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Roles and responsibilities:

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