

# Committee Task Sheet



<b>NAME OF COMMITTEE:</b>	<b>COMMITTEE MEMBERS:</b>		
<b>PRIMARY COMMITTEE GOAL:</b>		<b>WHO WE ARE WORKING WITH:</b> (community partners)	
<b>RESOURCES NEEDED:</b> (includes money, materials, skills, equipment)	<b>TASK:</b>	<b>BY WHEN?</b> (cross off when task is completed)	<b>WHO'S RESPONSIBLE?</b>
<b>POSSIBLE OBSTACLES:</b>			
<b>HOW WILL WE KNOW IF THIS TASK IS DONE WELL?</b>			

# Committee Task Sheet Example



<p><b>NAME OF COMMITTEE:</b></p> <p>Water Teachers</p>	<p><b>COMMITTEE MEMBERS:</b></p> <p>John, Eve, Derek, Maria</p>		
<p><b>PRIMARY COMMITTEE GOAL:</b></p> <p>Plan and coordinate a water awareness forum at the school.</p>	<p><b>WHO WE ARE WORKING WITH:</b> (community partners)</p> <p>School Administration: Principal Edwards; City Water Department: Ms. Davis; Water Bureau, DEQ: Mr. Dawkins</p>		
<p><b>RESOURCES NEEDED:</b> (includes money, materials, skills, equipment)</p> <p>Sound equipment, poster board, auditorium space, tables, chairs, paper for programs, money for printing, public speaking skills, collaboration with publicity and research committees</p>	<p><b>TASK:</b></p> <p>Get permission to hold the water forum.</p> <p>Reserve space for the forum.</p> <p>Invite experts to speak at forum.</p>	<p><b>BY WHEN?</b> (cross off when task is completed)</p> <p><input type="checkbox"/> April 16</p> <p><input type="checkbox"/> April 18</p> <p><input type="checkbox"/> April 25</p>	<p><b>WHO'S RESPONSIBLE?</b></p> <p>Maria</p> <p>Derek</p> <p>John and Eve</p>
<p><b>POSSIBLE OBSTACLES:</b></p> <p>Guest speakers not available, not enough money</p>	<p>Decide forum program.</p> <p>Print programs.</p>	<p><input type="checkbox"/> April 20</p> <p><input type="checkbox"/> May 5</p>	<p>All</p> <p>Derek</p>
<p><b>HOW WILL WE KNOW IF THIS TASK IS DONE WELL?</b></p> <p>Everyone completes his or her tasks on time. We get positive feedback from people who attend. Teacher approves of program, guest speakers and displays.</p>	<p>Complete displays.</p> <p>Set up for forum.</p> <p>Act as moderator.</p>	<p><input type="checkbox"/> May 14</p> <p><input type="checkbox"/> May 20</p> <p><input type="checkbox"/> May 20</p>	<p>All</p> <p>All</p> <p>Meria</p>