

STATUTORY COMMITTEES

COMMITTEE NAME: _____

New Committee

Renewal

Authorizing Statute:

Effective Date: _____

FACA Packet Checklist

Proposed Charter (include extra copy of proposed charter on left)

Current Charter (if there is one - left hand side)

Memo to the Secretary

Authorizing Statute

All Amendments to the Statute

On a renewal, re-chartering or re-establishment include a red line/strikeout version of the new charter showing the changes, if any from the previous charter.

Membership list

Mock appointment letter (if not included in package)

Include Extra copy

DFO:

Bureau GFO: Reviewed by: _____ Date: _____

Committee Management Office: Reviewed by: _____ Date: _____

Solicitor: - Certify this is FACA _____

Ethics: - Does SGE apply _____

Solicitor signature: _____