**Chapter CTT Committee Objectives**

Chair:

Society Year:

Date:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Objective** | **Planned Completion Date** | **Fiscal Impact** | **Responsibility** | **Program Approved** | **Cost Budgeted** | **Status** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

* List objectives, not action items or ongoing committee activities such as updating the committee’s MOP.
* State objectives in clear, concise, measurable language. If necessary, cite sub-tasks and interim steps as a means of measuring objective completion.
* Cite both the completion date for the overall objective as well as individual sub-tasks.
* State fiscal impact in dollars, hours worked, or trips made. State whether the program has been approved by the council and whether its cost has been included in the budget.
* State the primary responsible individual, subcommittee or body.
* Report a brief but complete statement of status. Cite completion date if objective is fulfilled.