

Terms of Reference
For
Specialized Task Groups
of the
Lake Michigan Committee

Name: [Specify] Task Group

Membership:

Chairman: The Lake Michigan Committee (LMC) will appoint a chairman from one of the participating governmental agency or resource entities.

Members: An unspecified number of governmental agency personnel or resource persons may participate. The Task Group chairman, in consultation with the LMC, will establish the size and composition of the Task Group recognizing, however, that all governmental agencies represented on LMTC may have at least one representative on the Task Group.

Resource Persons: The LMC or Task Group chairman may invite any number of individuals from governmental agencies, universities, or other organizations that have needed expertise.

Agency Commitment: The level of agency commitment will reflect the magnitude and urgency of the issue(s) to that particular agency. All LMTC member agencies are encouraged to participate, but it is recognized that some issues addressed by Task Groups may be of lower importance to some agencies.

Function and Scope: Task Groups will conduct specialized assignments as requested by the Lake Michigan Committee. The Task Group chairman will consult with the LMTC chairman and/or the LMC to establish clear work objectives, timelines, and establish a product-reporting format.

Coordination: The Task Group chairman will coordinate activities and present progress reports to the LMTC pursuant to timelines established by the LMC.

Frequency of Meetings: Task Group will meet as often as deemed necessary by the Task Group or the LMC.

Approved and Adopted by the Lake Michigan Committee, October 17, 2005
Replaces Terms of Reference for specialized task groups of the LMTC adopted April 15, 1992
Jim Dexter, Chairman

