# [Name Heading] MOBIUS Group/Task Force

## [Type of document] CHARGE

**Adopted:** [date]

**Revised:** [date]

**Replaces:** [previous documentation for which this document is a replacement, fully or partially]

### Type of Group:

[standing group, standing sub-committee, or task force]

### Charge:

[Should repeat the name of the group, sub-committee or task force and include the primary reason(s) for existence and the primary responsibilities.]

### Statement of reporting structure.

Example: All proposed policies and other recommendations must be submitted to the MOBIUS Board of Directors for approval.

### Membership:

[Types of membership; e.g., member, alternate, ex-officio. Also, categories of individuals who are eligible for membership, such as place/location of employment; type of library; geographic location; etc.]

### Member qualifications:

[Knowledge, skills, and expertise required or desirable in members.]

### Membership Restrictions:

[Membership may be restricted to other memberships, types of employment, uses of a specific product, etc.; If there are no membership restrictions, use the word “None.”]

### Frequency of Meetings:

[Give estimated or required frequency of meetings; include the possibility of videoconferencing or other electronic meeting methods if available.]

### Group Discussion List:

[Indicate if one is available and who is eligible to participate.]

### Communication of the Group Minutes

Minutes of the meetings must be posted on the MOBIUS web site within 30 days of each meeting.

### Output:

[Regular or Special Reports – Identify all required documentation. For example: The Task Force chair will prepare a final report to the Board of Directors by December 2010. ]