

## 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:** \_\_\_\_\_