

**University of Notre Dame  
Committee Information Sheet**

At the request of executive University administrators, the Office of the President has developed a web-based tool to house information regarding University committees. This tool is accessible via nd.edu and provides information regarding the scope, membership, reporting structure, and deliverables of respective committees.

You have been provided this information based on your role on a specific University committee. At your earliest convenience, please review the following information, provide any necessary edits, complete information where fields are currently blank, and return the form to: Micki Kidder, Associate Director, Office of the Board Secretariat, 405R Main Building.

Please contact Micki at 631-6526 should you have any questions or wish to discuss the nature of the project. Thank you for your assistance in this matter.

**Committee Name:** \_\_\_\_\_

**Committee Chair:** \_\_\_\_\_

**Number of members on committee (on average):** \_\_\_\_\_

**Names of Committee Members (current):**

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**How often the committee meets:** \_\_\_\_\_

**The scope and function of the committee:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Who the committee directly reports to:** \_\_\_\_\_

**Does the committee produce any reports or other documents or host any events for Notre Dame constituents? If so, please describe:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

**If it has one, what is the URL address for the committee's website?**

\_\_\_\_\_

**Contact information of committee chairman:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Thank you for your time and assistance in this matter.**

**Please return to:**

Micki Kidder  
Associate Director  
Office of the Board Secretariat  
405 Main Building  
[mkidder@nd.edu](mailto:mkidder@nd.edu)  
631-6526