**Committee Name**

***Chair:*** *Name, Company*

***Vice Chair(s):*** *Name, Firm/Company****Secretary:*** *Name, Firm/Company*

***Board Liaison:*** *Name, Company*

***Committee Charter***

*[Enter text of your committee charter here. Please redline any changes you are making]*

Text for IPO committee charters can be found on the IPO website at [www.ipo.org/committees](http://www.ipo.org/committees). Please review your committee’s current charter. If revisions are to be recommended please redline the charter. Proposed changes to your charter will be reviewed, and those approved will be updated on the IPO website before the meeting. If you do not indicate that you have revised your charter, the charter will not be updated.

***Committee Agenda for 2021***

*[Enter text of your report here.]*

The length and content of reports will vary; however, they need not be long. All reports should contain information on the committee’s 2021 goals and planned activities. As cited above, the report should also highlight proposed changes to the committee charter and indicate whether the committee anticipates presenting a report or resolution on a particular topic to the IPO Board of Directors in 2021. Committees that plan to conduct in-depth research on a significant issue may have longer reports outlining these activities.

Reports are due to the IPO office no later than **Friday, February 5**. Please send your report or any questions to Hannah Denny at [hdenny@ipo.org](mailto:hdenny@ipo.org).