



# Internal SGA Committee Worksheet

## Student Government Association

### Committee Information

Committee Name: \_\_\_\_\_ Chair: \_\_\_\_\_

Members: \_\_\_\_\_

Meeting Date: \_\_\_\_\_

### Purpose of Committee:

- 1.
- 2.
- 3.

Task to be completed: \_\_\_\_\_ Responsible member: \_\_\_\_\_

Steps necessary for completion of task:

- 1.
- 2.
- 3.

Estimated time of completion: \_\_\_\_\_

Task to be completed: \_\_\_\_\_ Responsible member: \_\_\_\_\_

Steps necessary for completion of task:

- 1.
- 2.
- 3.

Estimated time of completion: \_\_\_\_\_



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### Student Government Association

Task to be completed: \_\_\_\_\_ Responsible member: \_\_\_\_\_

Steps necessary for completion of task:

- 1.
- 2.
- 3.

Estimated time of completion: \_\_\_\_\_

Task to be completed: \_\_\_\_\_ Responsible member: \_\_\_\_\_

Steps necessary for completion of task:

- 1.
- 2.
- 3.

Estimated time of completion: \_\_\_\_\_

Task to be completed: \_\_\_\_\_ Responsible member: \_\_\_\_\_

Steps necessary for completion of task:

- 1.
- 2.
- 3.

Estimated time of completion: \_\_\_\_\_

Reported by: \_\_\_\_\_ Date: \_\_\_\_\_  
Officer's Signature: \_\_\_\_\_ Date: \_\_\_\_\_