

Steering Committee Charter

Purpose

This charter defines the mission and responsibilities of the Emenu Steering Committee Group. It also defines the roles and responsibilities of its members, relationship to senior management and the Emenu EPG, and meeting ground rules.

Mission

The Emenu EPG Steering Group mission is to establish goals and objectives for the Emenu EPG to incorporate. The Emenu EPG Steering Group will also ensure Emenu measurement policies, processes, and procedures are being implemented across Emenu in a consistent manner, and communicate all directives from senior management.

Ground Rules

Meeting Frequency	The frequency of meetings will be to the needs of Emenu.
Decision Making	Consensus is the preferred decision making method for items within the Board's domain. If consensus cannot be made then the issue is raised to senior management for a decision.
Deliverables	Goals and objectives for the Emenu EPG. Each meeting will have an agenda and minutes. Action items will be tracked to closure. The board will maintain a current roster.
Archive	All material presented and collected during meetings will be archived.

Member Responsibilities

Chairperson Responsibilities

- To facilitate the meetings
- To ensure that meeting minutes are kept, to include attendee list
- To track action items to closure

EPG Representative

- Communicate issues addresses by the EPG.

Group Responsibilities

- To ensure that process performance and product quality objectives are directly related to Emenu business, engineering, and project goals.
- To assist projects in identifying, establishing, analyzing and reporting measures and progress toward goals and objectives.