



Formation Decision Guide – *Committee vs. Task Force vs. Working Group* Cal State Channel Islands

This guide helps determine the most appropriate structure when initiating a new effort. Not every issue requires a standing committee. Consider purpose, scope, and duration.

Decision Question	If YES...	If NO...
Is the issue long-term or recurring?	Create a Standing Committee	Use a Task Force or Working Group
Does it relate to formal policy, compliance, or governance?	Committee	Temporary group may suffice
Is broad representative participation needed?	Committee or Task Force	Working Group
Will the group make formal recommendations to leadership?	Committee or Task Force	Working Group
Is the issue urgent, time-bound, or highly specific?	Task Force	Committee or Working Group
Is the work operational or focused on implementation?	Working Group	Committee or Task Force

Definitions

- **Standing Committee:** Ongoing body with formal charge and long-term responsibility.
- **Task Force:** Temporary group focused on solving a specific issue within a set timeframe.
- **Working Group:** Flexible, operational team focused on execution or process improvement.