

Template for Charters

This is a detailed committee/workgroup/team charter template to be used as a guide. Section headers are common elements found in charters. They should be thought of as considerations. You do not have to include all elements in your charter. Make it your own. The body text contains definitions, guidelines, questions, and examples to help you fill in your charter content.

Add Title: COMMITTEE/WORKGROUP/TEAM/PROJECT Charter

1. PURPOSE/CHARGE

Describe the committee's vision or charge in a short paragraph. What will the committee accomplish? What does the committee intend to do? Why is the committee being formed?

Example purpose statement: The ABC Committee is charged with developing RST Health Department's strategic priorities for the next five years. The committee will set the agency's direction, define its role, and ensure alignment with other agency plans and guidance. This will result in the development of RST Health Department's 5-year strategic plan, including a process for monitoring and revising the plan.

2. BACKGROUND AND RATIONALE/STATEMENT OF NEED

Outline the history and/or events leading up to the identification and assignment of this committee. Explain why this committee needs to be formed now, what the committee will address, consequences of not addressing it, anticipated benefits from it, how it aligns with division/organization/program goals.

3. GOALS/DELIVERABLES

List the goals this committee will accomplish. What are the anticipated outcomes of the committee's efforts? What products will the committee create? Include anticipated timelines, if known.

Consider including success criteria or measures. How will the committee measure and evaluate its success? What makes a successful committee and project? Often, success criteria include measures around the individual, committee, or group experience and the committee's products, outputs, outcomes, or impact.

4. SCOPE

What is in scope and out of scope for this committee? What will it address? What is it NOT supposed to address? What types of decisions will the committee make or provide

recommendations for? What types of decisions will the committee NOT make or provide recommendations for?

5. RISKS/CONSIDERATIONS

As this committee is operating and making decisions, what should it keep in mind? What potential factors may impact or affect implementation and successful outcomes? What assumptions are you relying on to achieve the committee’s goals?

6. MEMBERSHIP

Who will compose the committee? How many? Who do they represent? Briefly share the rationale for membership composition.

When known, list names, titles, and representation of current members. Include facilitators and/or staff who will support the committee. Example column headers for a table include “Committee Member Name,” “Role/Position,” and “Anticipated Committee Responsibilities.”

Table A: Example Membership Table

Committee Member Name	Role/Position	Anticipated Committee Responsibilities
Example: Fiona W., XYZ Health Department	Committee Coordinator	Administrative support for committee. Responsibilities include but are not limited to: schedule meetings; provide logistical support for meetings; support committee chair in sharing agendas, meeting minutes, and action items; send reminders to committee members about their action items and upcoming meetings.

Other considerations for membership include:

- Committee leadership: What leadership structure does the committee want? A chair? Co-chairs? How are they chosen? What is their role?
- Alternates or representatives: Can committee members send someone in their place? Is that person allowed to vote or weigh in on decisions?
- Membership terms: How long will members serve on the committee? How are members selected?
- Member skills or expertise: What expertise do the members bring? What expertise is needed for the committee to succeed, and who brings this expertise?

7. ACCOUNTABILITY

Explain who chartered the committee (aka the sponsor), who the committee reports to, who ultimately has authority, and who must approve committee deliverables, products, or decisions. Describe their preferred level of involvement (i.e., Do they attend some or all meetings? Do they like to receive regular updates and how?).

Also consider which deliverables, products, or decisions they must approve (Some? All?) and at what point in the reviewing, feedback, and finalization process they need to be presented and approved (e.g., before other stakeholder input, after the first committee draft, or only the final version).

8. TIME COMMITMENT

Estimate the hourly commitment (per week, month, or quarter) members can anticipate. Consider meeting time, travel time, document review time, preparation time, etc.

Table B: Example Time Commitment Chart

Member Responsibility	Time Commitment
Meetings	2 hours every two months
Document review	4 hours per month
Meeting preparation	4 hours every two months
Individual responsibilities/action items	Up to 3 hours every month

9. METHODS OF OPERATION

Guiding Principles:

This committee will operate under the following principles:

- List and explain the guiding principles. These focus on concepts that influence decision-making. What overarching values does the committee need to review, consider, and comply with prior to making decisions?
- Examples of guiding principles include:
 - Continuous Improvement: The committee will model continuous improvement.
 - Forward Thinking: The committee will honor the past and focus on the future.
 - Customer Focus: Customers will be identified, and their perspectives will be considered in decisions and actions.
 - Inclusive: Processes will be transparent, collaborative, and inclusive.
 - Accountable: The committee will hold itself accountable for its actions.
 - Partnership: The committee recognizes that public health relies on its partnerships; partners need each other. The committee will strive to serve as a model for this partnership.
 - Equity: The committee will consider equity in all its decisions.

Member Expectations:

Outline member expectations. What are members' overarching roles and responsibilities? What do members have to commit to doing as part of this committee? Examples include:

- Attendance: Are there attendance requirements and what are they? What happens if attendance requirements are not met?
- Representation: Communicate and seek input from staff/stakeholders they represent.
- Participation: Actively participate. Prepare for meetings.

- Time Commitment (if not included anywhere else in the charter): Estimate the hourly commitment (per week, month, or quarter) members can anticipate dedicating to this committee. Consider meetings, travel, document review, preparation time, etc.

Meeting Schedule and Processes:

Describe meeting frequency, duration, and location, including virtual options if they will be used.

How are agendas developed and shared? How are meetings and decisions documented and shared? Where are they documented?

Decision-Making:

Explain **what kinds** of decisions the committee will make (if known, it can be broad or high-level). Explain **how** decisions will be made within the committee. Consensus? Majority vote? Etc.

If decisions cannot be reached or issues arise, explain the escalation process for addressing them (connect this back to the accountability section, sponsorship, ultimate authority).

Supplies and Resources:

What supplies and resources are available and/or needed to support successful outcomes? This could include money, materials, space, technology, etc.

Ground Rules or Norms:

Develop a list of 5-7 ground rules that members will agree to and abide by during committee meetings. These focus on how the committee will operate or interact together. Here is a general list to generate ideas.

- Honor differences
- Accept that conflict and disagreement will happen
- Be prepared and actively participate in the meeting, silence will be considered agreement
- No meetings after the meeting (i.e. no gossiping, say what needs to be said in the meeting)
- Listen to understand
- Respect the value of each individual's contribution
- Focus on issues not people

10. IMPLEMENTATION PLAN/KEY MILESTONES

Add due dates and durations. Insert target dates and activities for key milestones. Examples of common planning activities for a strategic planning committee are below.

Table C: Example Implementation Plan

Date	Milestone
January 31, 2024	Form steering/advisory/planning committee
February 15, 2024	Create committee charter
March 1, 2024	Conduct committee kickoff
March 1-April 30, 2024	Conduct environmental scan/Collect data (current state and needs/gaps assessments)
May 15, 2024	Review and revise organization or program mission, vision, values
June 2024	Hold workshop to: Conduct SWOT (or similar) Brainstorm and prioritize strategies Identify priority leads Develop implementation plans Develop monitoring and revision process
July 1-August 31, 2024	Write draft plan
September 1-30, 2024	Get feedback on draft plan
November 15, 2024	Finalize, publish, and share plan
January 1, 2025- December 31, 2029	Implement plan
Every 6 months starting July 2025	Monitor and revise plan (at least annually)

11. STAKEHOLDERS: ROLES, NEEDS/REQUIREMENTS

Create a table listing key stakeholders that have an interest in or may be impacted by the committee’s decisions or products and that the committee will want to keep in mind for engagement opportunities and communications. This list will help inform the committee’s communication plans. Consider including information, such as:

- Stakeholder: List the stakeholder’s name.
- Role/Position/Organization: What is the stakeholder’s role or title and organization?
- Stakeholder Needs/Requirements: What do they want? What will they want to know? How will they want to be engaged?
 - Common levels of engagement include who is accountable (ultimate authority and sign-off), responsible (maintain some level of ownership), consulted (provide feedback, advice, etc.), and informed (maintain awareness, receive updates).
- Current engagement: list other projects/committees the stakeholder is currently involved in (or was involved in).
- List organizational staff or committee member(s) who know the stakeholder and could facilitate a connection and/or support engagement and communication with them.

12. COMMUNICATION PLAN

How will the committee communicate its decisions? Gather input? Share meeting agendas and summaries? Report to leadership? Share with staff at all levels? Communicate with stakeholders?

What needs to be communicated? When is communication needed? To whom? How? How often? Who is responsible?

13. APPROVALS

Create a table with “Name,” “Title,” “Signature,” and “Date” to outline and gather signatures of committee members and others who need to approve the charter.

Also, maintain a record of the charter’s revision history: what was revised, when, and who approved the revisions. Charters are working documents meant to be modified as the committee learns new information or changes arise.