Charter Template

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Workgroup Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This Charter creates a clear and mutually agreeable definition of the jurisdiction’s workgroup role and purpose. The Charter may be revised as better ways of functioning emerge and should be reviewed annually or when major changes to the group’s structure or function occur to ensure relevance and appropriateness to the work.

# Purpose & Importance

## Scope

It is intended that the workgroup leverage the experiences, expertise, and insight of key individuals and organizations committed to *\_\_\_\_\_INSERT HIGHLEVEL STATEMENT OF WHAT THE GROUP WILL ACCOMPLISH\_\_\_*. Members provide leadership and guidance on *\_\_\_\_\_\_PROVIDE EXAMPLES\_\_\_\_\_\_*. The charge of the workgroup is to communicate, manage, advise and serve as a formal stakeholder in the development and implementation of *\_\_\_\_\_\_\_\_INSERT LANGUAGE RELEVANT TO STRATEGIC INITIATIVE\_\_\_\_\_\_\_\_\_\_\_*.

The workgroup reports to *\_\_\_\_INSERT TEAM\_\_\_\_*. See the [Governance Structure Examples Deck](https://www.chapinhall.org/wp-content/uploads/2.1-Governance-Structure-Examples-Deck.pdf) for examples of planning and readiness structures.

Questions to consider:

* What is the purpose of this group?
* How will the team focus its efforts?
* What falls within the boundaries of the collaboration? What is outside the boundaries of this collaboration?

For more information contact us at FamilyFirstChapin@Chapinhall.org.

**Goals**

The workgroup will develop strategies and monitor progress of the following:

1. *\_\_\_\_\_\_\_\_INSERT KEY STRATEGIES\_\_\_\_\_\_\_\_\_\_\_\_*
2. *\_\_\_\_\_\_\_\_INSERT KEY STRATEGIES\_\_\_\_\_\_\_\_\_\_\_\_*
3. *\_\_\_\_\_\_\_\_INSERT KEY STRATEGIES\_\_\_\_\_\_\_\_\_\_\_\_*

Questions to consider:

* What is the group charged with accomplishing?
* Are the goals closely aligned with the results the group seeks to improve or influence?
* Are the goals feasible and easily understood?

# Membership

Questions to consider:

* What stakeholder voices/perspectives must be represented?
* How are attending to issues of representation and race equity in group composition?
* How are we integrating the voices of persons with lived expertise in this group?
* What is the process for adding new members? How are new members on-boarded?

Each member will serve on the workgroup which consists of the following members:

|  |  |  |
| --- | --- | --- |
| Agency | Role | Contact Information |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

New members can be recommended for consideration pending approval of the workgroup’s existing members. If there is consensus among the workgroup, the recommendation will be submitted to leadership for review and approval. New members will be formally invited to join the workgroup by *\_\_\_\_\_\_\_INSERT NAME\_\_\_\_\_\_*. They will be provided the Charter as well as a brief history of the workgroup, including a review of the Implementation Structure and any materials produced by the group.

## Role of a workgroup member

The roles of an [INSERT WORKGROUP] member include, but are not limited to, the following activities:

* ***\_\_\_\_\_\_\_\_\_\_****INSERT EXAMPLES\_\_\_\_\_\_\_\_\_\_*
* ***\_\_\_\_\_\_\_\_\_\_****INSERT EXAMPLES\_\_\_\_\_\_\_\_\_\_*
* ***\_\_\_\_\_\_\_\_\_\_****INSERT EXAMPLES\_\_\_\_\_\_\_\_\_\_*

Questions to consider:

* What are the roles and responsibilities of team members?
* What are the team members expected to contribute?
* What is the anticipated time commitment?

# Deliverables, Outputs, Work Products

Questions to consider:

* What are the deliverables and work products the group is responsible for creating and disseminating in order to be successful?
* What are the milestones and deadlines that will inform this work?
* Are there major organizational cycles (e.g. budget cycle, annual planning) that should be taken into consideration?

# Decision-Making

## Recommendations and Consensus Building

The workgroup needs experienced input and guidance around key decisions and proposals affecting the jurisdiction’s children and families. The expertise, experience and insight that members bring to the workgroup will play a role in all recommendations. Building consensus around recommendations will be an important aspect of the workgroup. All recommendations and work products that are agreed upon by the workgroup, using a consensus building process, will be taken to *\_\_\_\_\_\_\_\_\_\_\_INSERT PARENT TEAM\_\_\_\_\_\_\_\_\_\_*.

Questions to consider:

* How will this group make decisions?
* Does this group make recommendations that are considered by another leadership group or executive leadership for acceptance?

# Expected Results

Questions to consider:

* What are the results the group aims to improve or influence?
* How will success be measured and tracked?
* Is there an ability to establish baseline and performance targets?

# Meetings

## Meeting Schedule and Process

Meetings will be held at *\_\_\_\_\_\_\_\_INSERT ADDRESS AND SITE NAME\_\_\_\_\_\_\_\_\_*. Members will also be able to participate virtually via *\_\_\_\_\_\_\_\_\_\_\_INSERT VIRTUAL PLATFORM\_\_\_\_\_\_*.

## Attendance

Regular participation and attendance during the workgroup are critical for accomplishing the goals and objectives of this group. Participation in meetings, in person or by phone, is encouraged. If a core committee member misses a meeting, they should review the notes available after the meeting.

## Meeting Documentation

Meeting documentation, including notes, action items and decisions, will be recorded and distributed to all members prior to each meeting.

Action items are followed up on by placing them in the next meeting’s agenda. A meeting reminder will be sent out prior to the meeting with materials attached so that members can come prepared.

# Communication and Sustainability

## Communication and Accountability

The workgroup reports to the *\_\_\_\_\_\_INSERT TEAM\_\_\_\_\_\_*. A work plan will be used to communicate the progress of the group and any emerging issues.

Questions to consider:

* Is there a work plan or other report that members will be responsible for developing or contributing in order to communicate progress, challenges, or other key information?
* Are there other groups that need to receive regular information about the work of this team? What will be the platforms and processes for communication with these groups?

## Duration and Sustainability

The workgroup will continue to function as long as it is meeting its original purpose and contributes to efforts to improve outcomes for the jurisdiction’s families. The work processes and products developed by this committee will continue until deemed otherwise, at which point they will become part of other sustainable structures.

Questions to consider:

* Does this group have a sunset?
* How will the efforts of this group be sustained beyond the duration of this implementation team?