Charter for Team or Committee

**Purpose:** Brief qualitative statement of why the team exists.

**Goals:** Specific, measurable, achievable, relevant, time-bound (SMART) goals for the team to accomplish, *ideally prioritized.*

**Members:** Listed by name, title, division, etc.

**Term Commitment:** Time anticipated for team’s work (e.g., 90 days).

**Leaders:** Listed by name.

**Term Limit:** When team will likely disband.

**Authority:** What decisions can be made by this group (e.g., recommendations only; or all actions must be approved by CEO; or all commitments over $X must be approved by the CEO).

**Responsibilities:** Specific duties the group is accountable for, potentially including boundaries on the work, or specific tasks to engage in or avoid.

**Budget:** Total amount allocated for this group (e.g., $10,000, or $0 budget).

**Shared Values:** May be same as general organization, or specifically crafted collaboratively by the team members and compatible with the general organization’s values.

**Communication:** How the group communicates progress and decisions (e.g., periodic liaison with X; monthly briefings to CEO).