



Triple Crown Leadership
Building
Excellent, Ethical, and Enduring
Organizations
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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).

