

Reading: Create a Team Charter

Purpose

Each team or committee needs to be clear on its task(s) and reason for existence as well as any deliverables it is expected to produce.

Membership

The charter should describe the nature of team membership—criteria used for selection and expectations for a membership role. Criteria include, for example:

- Cross-functional, cross-organizational, and union representation
- Knowledge of organizational processes, systems, and regulatory environment
- Subject matter expertise
- Leadership capacity
- Need for buy-in from particular groups of people

Team members are expected to represent the organization as a whole and commit to working for a period of time each week with their team.

Parameters

The charter should include the parameters or boundaries within which each team will operate; for example:

- Assignment of authority
- Decision-making purview and methods
- Approvals or permissions needed
- Organizational guidelines
- Timeframe requirements
- Administrative requirements
- Reporting relationships
- Budgetary, regulatory, and political constraints

Resources

Team charters should also assign the resources needed to accomplish the team purpose. Examples of needed resources include:

- Facilities
- Word processing support

- Reference materials
- Training
- Subject matter experts or facilitators
- Equipment (computer hardware and software)