

# Team Charter

## A practical tool for disciplined, high-value board work

Use this form to charter a new board committee or task force.

**MANDATE - Why this team is being formed**

**COMMITTEE / TASK FORCE NAME:** \_\_\_\_\_

**TYPE:**

- Standing Committee
- Task Force. *Sunset Date:* \_\_\_\_\_

**PURPOSE** (Why do we exist?)

**KEY RESPONSIBILITIES** (What are the primary areas of work for which this group is accountable?)

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**BOUNDARIES - What this work includes and does not include**

IN SCOPE (What we own)

OUT OF SCOPE (What we don't own)

**AUTHORITY - How decisions get made**

**Decide** -- Decisions we are authorized to make:

**Recommend** -- Proposals we bring to board, President, etc.:

**Inform** -- Information we study, monitor, analyze, and share:

# Team Charter (continued)

## SUCCESS INDICATORS - How we will know we are successful

By \_\_\_\_\_ (date)... **...we will know we are successful because:** \_\_\_\_\_

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## STRUCTURE - How we are organized

Member Name

Skills and Expertise

### Structure Options

Teams can be structured with different levels of shared authority and collective responsibility. The choice depends on the urgency of decisions, the expertise within the group, and how much ownership the organization wants the team to hold.

**Leader-Directed:** A designated leader sets direction and makes final decisions while members provide input and carry out work.

**Collaborative:** Members work together to deliberate and make decisions, typically with a facilitator or chair guiding the process.

**Self-Managing:** Authority and responsibility are shared among members, with the group collectively setting priorities, organizing work, and making decisions.

## THE GIVENS - What are the constraints or "givens" of our work?

**Resources** -- budget, staff, consultants, etc.

**Strategy / Policy** -- priorities, core values, donor preferences, Bylaws

**Timing** -- org milestones, external, external deadlines, meeting limits

**BOTTOM LINE:** A clear charter turns a capable group of people into a focused team with shared purpose, defined authority, and clear operating assumptions.