

Workgroup Charter Template

Purpose of this workgroup (write a few bullet points or a short paragraph describing what this workgroup will achieve)

- To draft recommendations for...

Workgroup Membership

This workgroup includes:

Backbone support: These staff will provide facilitation and support to the workgroup:

Roles (See sample roles below)

- **Workgroup members will:**
 - Participate in meetings
 - Gather information or do work outside of meetings to move the process along, as needed
 - Provide comments on draft proposals
 - Write sections of the proposal
 - Co-lead or participate in sub-workgroups, as needed, to advance the thinking and productivity of this workgroup
 - Provide input on meeting agendas, as needed
 - Organize series of meetings with staff to discuss proposal
- **The backbone support will:**
 - Schedule workgroup meetings
 - Develop workgroup meeting agendas
 - Facilitate workgroup meetings
 - Send post-meeting decisions and action items email after each meeting
 - Serve as project manager to coordinate the tasks to be completed and who is assigned these tasks
 - Assist in preparing final proposal/recommendations

Operating Procedures (see sample procedures below)

The workgroup will:

- Meet twice monthly from [x date] to [x date]
- Form sub-workgroups to work on specific topic areas to inform the draft proposal, as needed.
- Follow the group's ground rules developed at one of the workgroup meetings
- Strive to make decisions by unanimous agreement (*clarify your workgroup's decision-making rule*). All people on this workgroup have a voice and will be listened to. If consensus cannot be reached, a vote (by majority) will be Voting members of the workgroup are:
- If a workgroup member misses a meeting, (see below options to consider)
 - decisions will be made in their absence. The workgroup will decide on a case -by -case basis if a decision that is made in the absence of a workgroup member can be re-visited, permitting that workgroup member to weigh in and possibly change a decision the workgroup made.