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 taken. 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 revisited, permitting that workgroup member to weigh in and possibly change a decision the workgroup made.