Collaboration Meeting: Develop a Team Charter

A charter can help teams establish expectations for their work in the coming year, set a framework for meeting their shared goal, and establish specific roles within the time period. Use the fillable PDF at the end of this document to develop your charter.

Guidance for Developing Your Charter

State the Purpose

Insert your team's purpose statement here. An example is:
To accomplish (*insert shared goal*) we agree to use the following charter to guide our work together.

Maintain Focus on Steps That Will Lead to Accomplishing Your Goal by

* Attending to the steps necessary to accomplish your shared goal.
* Ending each meeting with each team member sharing one thing they will do to make progress toward your goal in between meetings.

Hold One Another Accountable by

* Attending meetings.
* Reminding team members if the focus of conversation and/or team efforts start to move away from the shared goal.
* Honoring meeting timelines-start and end on time and complete tasks assigned between meetings.
* Agreeing to read any materials or review resources in preparation for meetings.
* Remaining committed to the team during this year-long time frame.

Communicate Regularly by

* Contributing to discussions during scheduled meetings.
* Actively listening and asking questions.
* Responding in a timely way to electronic communication (email, posts on MyPeers, etc.)
* Establishing a regular meeting schedule.

Solve Problems That May Arise by

* Using only constructive feedback.
* Encouraging every team member to participate in solving the team problem.
* Working to ensure all voices are included in the discussions.
* Implementing a process if a team member can't continue on the team.
* Deciding as a group when and if outside help is needed (e.g., with software issues.)

Establish Team Roles

Different team members might take on one of these roles in the course of the year:

- **Point of contact** - this person maintains entry of team score board, sets meeting agendas and acts as liaison between team members and possible facilitator.
- **Team recorder** - summarizes the team's work progress at the OHS facilitated check ins, creates an agenda for team meetings/check-ins. Takes short notes to circulate to others team members.
- **Team contributors** - come to meetings prepared to share successes and opportunities and works between meetings to accomplish tasks toward WIG.
- **Other roles** - as determined by the team.

Build Team Morale by

- Selecting a name for your team that suggests your purpose and acknowledges the partnership of the school district and Head Start. Get creative!
- Celebrating your successes, even small ones. Your team is working hard for a year. At every meeting, take the opportunity to applaud your efforts and cheer each other on.

Team Charter

Team name:

Team members:

Purpose:

Maintain focus on shared goal by:

Hold one another accountable by:

Communicate regularly by:

Solve Problems that may arise by:

Celebrate success by:

Establish team roles:
Point of contact

Team recorder

Other roles

Upon completion email a copy of this to yourself and your team.