



Assessing Practice Standards Charter Template

A charter is a document that is used to define and assign roles, responsibilities, and decision-making authority within a workgroup or project. The creation of a charter will assist leaders in assigning the right staff and stakeholders with the right skill sets and capabilities who have the time and availability to participate. Below you will find a charter template that you may download and use in various processes at your agency. This charter may be modified to meet the individual needs of your agency and the work you are seeking to accomplish.

North Carolina Child Welfare Charter Template: Title

Preamble/Background

A brief introduction and background of the work to be completed and defined within the charter. The background should explain the need for the project or work. It is expected that the charter will require revision over time as changes occur and work is completed. The charter will be reviewed annually (or within some other timeframe determined herein) or when major changes to the workgroup's structure or functions occur to assure the charter's relevance and appropriateness to work.

Section I: Workgroup Identification

Chartering Organization	Agency name(s) sponsoring the workgroup.
Approval Date	Date the charter was approved by the workgroup.
Workgroup Chair(s)	List names, titles, and agencies or organizations of chairs or co-chairs.
Workgroup Members	List names, titles, and agencies or organizations of workgroup members.

Section II: Purpose, Goals, and Deliverables

Purpose	Description of the intent of the workgroup and the work they seek to achieve.
Goals	Create a list or short paragraph of what this workgroup should accomplish. Describe the impacts and benefits of the work. The goals should have alignment with the agency's mission, vision, and values.
Responsibilities	This section is intended to describe the workgroup roles and responsibilities that exist. This section should include a description and a minimal set of functions and duties to the extent that the chartering organization specifies them. Consideration should be given to the development of roles and responsibilities in collaboration with the workgroup.
Scope, Deliverables, and Timeframe	Description of the potential outcomes and/or expected deliverables, key milestones, and a target timeline, all of which can, if necessary, be further refined by the workgroup at its onset. Defining the scope will provide the workgroup with guidance and will prevent unintentional scope creep. The workgroup can always reconsider any of the deliverables or renegotiate deadlines identified. Sufficient thought should be given to key milestones and realistic timelines.

Section III: Formation, Structure, and Organization

Meeting Structure	This section should outline information about meeting logistics, such as how often the workgroup will meet, the modality by which the workgroup will meet (in-person or virtual), and the location of workgroup meetings. In determining meeting modality, it is important to balance the value of in-person work with the efficiency of virtual meetings. This section should also define the responsibilities for developing and disseminating meeting agendas and meeting minutes or notes. A description of meeting minutes or notes should include documentation of decisions, accomplishments, agreed-upon actions, and issues tabled for discussion at future meetings.
Operating Rules and Norms	Operating rules and norms should be developed in collaboration with the workgroup members. For operating rules and norms to succeed, all workgroup members must be in agreement. Operating rules and norms may include items such as respecting the opinions of all workgroup members, creating an environment that promotes safe and open communication, and valuing the knowledge and expertise of each member.
Attendance and Participation	The intent of this section is to provide emphasis on the rules of engagement or specific overarching 'rules of engagement' that will apply to the workgroup deliberations and activities. This section should describe the expectation for attendance at workgroup meetings and procedures for absences. This section may also include procedures for follow-up with members who were absent from a meeting.
Decision-Making Methodologies	This section should describe the methodology for making decisions, including empowerment of the workgroup to decide its own decision-making methodology. Information should be included as it relates to the decision-making authority of specific workgroup members, such as the chair and co-chair. This section should clearly define expectations for full consensus, consensus (majority in agreement), strong support but significant opposition, divergence or no consensus, and minority in agreement.

Section IV: Charter Document History

Version	Date	Description