Tool 1.2: Leadership Team Charter

Drawing up and ratifying a team charter for the Leadership Team requires that explicit discussions occur and agreements be established for important issues such as team objectives, member roles, and decision-making processes, as well as logistics such as scheduling, communication, and timeline. Having a written charter in hand assures that all members know what is expected of them and helps avoid a lapse into an ad hoc process. Consider having members sign the Charter as an assurance of their understanding and commitment to the process.

The following are suggested elements of an effective Leadership Team Charter:

1. **Date of “Ratification”**
2. **Team Statement of Objective**

* Consider stating objective in terms of a “customer” (CESP Champion or decision-makers), deliverables, and services to be provided

1. **Team Sponsor**
2. **Team Members**
3. **Project Scope**
4. **Specific Roles and Responsibilities**

* Include Champion, Plan Advocate, and Leadership Team Members
* These might include formal task assignments or more-general skill categories

1. **Meeting Schedules**
2. **Communication Plans**

* Internal and external
* Who, what, when, in what form

1. **Team Ground Rules**

* May include commitments to participate in meetings, on-time commitment, internal meeting behaviors, etc., as determined by the group

1. **Timeline for the Team’s Tenure**
2. **Decision-making Rules**

* Process by which decisions/ recommendations will be reached – consensus, majority, etc.
* Who acts as arbiter in the case of disputes

1. **Empowerment Level – a clear articulation of the role of the Team relative to final authorization of actions**

* Holds final authority to empower action without consulting others
* Has authority to make final recommendations to others, but not empower action
* Advisory only

1. **Process for Feedback on Team Effectiveness**