

## PITTSFIELD SCHOOL DISTRICT

TEAM: \_\_\_\_\_

### CHARTER

- I. **PURPOSE / MISSION** – A one or two line statement that describes the key objectives of the team.
- II. **TEAM MEMBERS:** A list of team members.
- III. **TEAM ROLES:** A definition and assignment of roles (e.g. facilitator, note keeper, time-keeper, etc.)
- IV. **GROUND RULES:** Rules for expected behavior recorded, adopted, agreed upon and posted at meetings.
- V. **LEVEL OF EFFORT:** The time commitment required of team members.
- VI. **MEETING SCHEDULE:** The dates, time, duration, and location of meetings
- VII. **TEAM DECISION MAKING:** A process for reaching a team decision defined and adopted (e.g. consensus, majority vote, etc.)
- VIII. **AGENDA:** Process for developing the agenda in advance of meeting.
- IX. **MINUTES:** Process for taking, distributing, and archiving minutes of all meetings defined.
- X. **STAKEHOLDERS:** The individuals with a vested interest in the content, activities, and outcomes of the team's work.
- XI. **INTERDEPENDENCIES:** Individuals and/or other team/groups that this team must interact with to be successful.
- XII. **DATA SOURCES:** A list of internal and external data sources relevant to the mission of the team.
- XIII. **ACTION STEPS:** A list of major steps and scheduled milestones that delineate the process and the timeline the team will follow to meets its objectives.
- XIV. **MEASURES OF SUCCES:** Well-defined measures employed to assess the success of the team