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| **Sections** | **NOTES** |
| **Purpose**  **Our Why**  **Key responsibilities** | What is our purpose; why do we exist? What are our key responsibilities as a team?  What are others counting on us to do? |
| **Vision** | What do we want to accomplish, achieve, or create as a team?  What will be the impact of our collective efforts? |
| **Values** | What are the most important values that we will adopt to guide our actions and decisions as a team (e.g. integrity)? What are the specific behaviours that describe each value? (e.g. integrity = we do what we say we will do) |
| **Behaviours that ALIGN with values**  **- What is the impact?** |  |
| **Behaviours that CONFLICT values**  **- What is the impact?** |  |
| **Goals** | What are our shared team goals and deliverables? How will we measure our success? |
| **Roles and Responsibilities** | What are our individual skills and functional areas of responsibility?  How do our individual accountabilities impact each other? |
| **Mutual Expectations**  How we will interact, collaborate, behave and work with each other, support each other, give feedback | What specific behaviours do we want and expect of each other? What behaviours would negatively impact our working relationship? What is the best way to give each other feedback? |
| **Team operations**  Meetings | *Team Meetings* How often will we meet? For how long? When & where?  How will we develop meeting agendas? Who will lead or facilitate our meetings?  How will we keep track of our decisions and agreed-upon actions? |
| **Team operations**  Communications in team / outside | *Communication What* & when is the best way to communicate with each other and keep each other informed? How quickly do we agree to return phone calls and e-mail? How and what will we communicate to our key constituents? |
| **Team operations**  Decision making | *Decision-Making* What will be our primary decision-making method? What decisions will we make on our own? What decisions will require agreement among all team members? |
| **Team operations**  Conflict resolution | *Conflict* How will we listen to all perspectives and be inclusive to all team members? How will we resolve disagreements? How will we handle if we do not follow through with our agreements? |
| **Team operations**  Reflection  Progress updates  Accountability | *Reflection* How and when will we evaluate our team performance? |
| **Team operations**  Progress updates  Accountability | *Accountability* How will we hold each other accountable to the decisions and actions we’ve committed to and to the team agreements in this charter? |
| **Team members** Strengths each person brings to the team.  What success looks/feels like  Recognising performance. |  |