Task Force Charter Template\*

**Status**

*<insert status>*

Final Report

*<insert final report details once available>*

Purpose or Context

*<insert purpose or context>*

Objectives

*<insert objectives>*

Deliverables

*<insert deliverables>*

Suggested schedule

|  |  |  |
| --- | --- | --- |
| **Action** | **Estimated Time** | **Deadline** |
|  |  | YYYY-MM-DD |
|  |  | YYYY-MM-DD |
|  |  | YYYY-MM-DD |
|  |  | YYYY-MM-DD |
|  |  | YYYY-MM-DD |
|  |  | YYYY-MM-DD |

Members

Recommend 3-5 members.

Name and Affiliation - task force lead

Name and Affiliation - member

Name and Affiliation – member

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Meeting Times and Locations

*<insert meeting times and location>*

Communication Channels

* Distribute proposed charter and solicit participation from NEIWPCC employees via appropriate mailing list.
* Following approval of the new task force by the Strategic Operations Steering Group, announce task force creation and progress within relevant team meetings and communication channels.
* Create a shared workspace for agenda, notes, and additional information.
* Communicate status of task force to Steering Group during quarterly Steering Group meetings, submit final report to Steering Group.

Agendas and Notes

* Solicit agenda items from task force members 3 days before meeting.
* Prepare agenda and distribute no less than 24 hours before meeting.
* Post meeting notes and agendas to the shared workspace.

Guidelines and Notes

* Visit I:\COMMON\Strategic Operations Steering Group\Charters for examples of task force charters.
* Once a task force is dissolved, its work will cease and its membership will disband. Should a similar initiative, event, or issue come forth, a new task force proposal should be presented to the Strategic Operations Steering Group for review and consideration.
* Task forces are temporary groups assembled to address a specific task or mission.
* A task force not approved one quarter may be brought forward again in a future quarter for consideration and decision.
* The Strategic Operations Steering Group is not required to approve a minimum number of task forces each quarter.
* The task force will decide amongst themselves how best to organize their work and how to communicate, so long as they comply with all NEIWPCC policies.