**ORGANIZATIONAL CHARTER CATEGORIES (TEMPLATE)**

**NAME**

**Mission & PURPOSE**

**Scope of Authority**

**Responsibilities**

* Creating Work Group Process
* Planning Preparation

**Membership and Structure**

**Work Group Positions**

* Chair
* Vice Chair
* Marketing Coordinator
* Member

**Documentation & Reporting**

**Meetings**

1. **ROLES OF THE OFFICERS**
2. **Chair**
   * + Convene and oversee regular and special meetings
     + Ensure that relevant materials are provided prior to and after meetings
     + Create necessary ad hoc workgroups
     + Communicate with agency leadership as needed
3. **Vice Chair**

* Assumes all functions of the Chair when the chair is unavailable

1. **Secretary**

* Takes action oriented minutes of each meeting and ensures that a copy of the minutes are available for distribution in a timely matter
* Manages the group’s records and key supporting documents.
* Ensures meeting space and times are available and communicated to leadership

**D. Roles of Members**

* Attend and actively participate in workgroup Meetings
* Contribute ideas and actively participate in projects to achieve the goals and objectives of the Workgroup
* Contribute to the development of the annual work plan and Annual Report
* Provide updates to the work plan at least quarterly