

# Team Charter Template



*Use this template to create a draft of your Team Charter. You may draft each section as a collaborative group activity or divide the sections among team members for an initial draft before finalizing the document with the whole team.*

**Purpose: Why does the team exist?**

Sample - Our team exists to provide prompt service for individuals in need in the community through networks and resources, advising, and follow-up services.

**Values: What values does the team share? What values are important to guide the team's interactions and activities?**

Sample - Our top five team values include wisdom, autonomy, creativity, service, and listening. (Here you may also include a 1-2 sentence description of what each value means to the team.)

**Our Why: What value(s) drive the team? Why is this vitally important to the team's success?**

Sample - A focus on service drives us to respond promptly to client needs and build rapport and community connections to create better outcomes for our clients.

**Expectations: What expectations do we have of one another for operating as a team? What guidelines will help us all do our best work?**

Sample - Team members are expected to attend team meetings regularly, welcome each other's input, communicate respectfully, and complete tasks in a timely manner.

**Mutual Commitments: What commitments to one another are necessary to facilitate good working relationships and fulfill the team's shared purpose?**

Sample - To function well as a team and accomplish our goals, we mutually commit to giving and receiving constructive feedback, being accountable, and making quality contributions.