**COMMITTEE CHARTER TEMPLATE**

## Purpose

A short, high-level description of the function of the Committee. (See **Guide to Effective Community Care Hub Committees [Advisory and Governance] and Committee Charters** for suggested language**.)** This should include one to two sentences on the committee's major roles and expectations.

**IF** the Board bylaws contain specific language about the charge of this Committee, consider adding here:

* The \_\_\_\_ Committee will fulfill the activities and responsibilities listed below in full compliance with [insert organization name]’s bylaws

## Scope and Authority

[States the boundaries of the committee’s jurisdiction as well as the power of the committee. Can it make decisions and recommendations, or simply deliberate and advise? Who does the committee report to?]

## Membership

The membership of the [insert name] Committee will consist of representatives from [insert specific organizations, teams, partners and/or types of stakeholders and a short rationale.]

*(Optional)* Describe the rationale/process for selecting members.

* This can include but is not limited to:
  + **Location**: Do members have to be from a specific geography?
  + **Organizations**: Should members represent specific organizations?
  + **Skills and background**: Which skills and experience are necessary to meet the committee’s purpose and to ensure diversity of perspectives?
  + **Board representation**: It’s a good practice to have a direct connection between the overarching board of trustees or advisory committee with the committee representation. Who are these members?

## Members:

[Name] | [Title] | [Organization] | [Committee role]

## Meetings and Voting

A short articulation of key logistics surrounding the committee, including:

* Meeting frequency: How often will this committee convene?
* Special/emergency meetings: How will the committee handle situations when extenuating circumstances necessitate a sudden convening? Is email voting allowed?
* Decision-making: How will the committee make decisions, what are the voting policies, how will a quorum be determined, etc.? (Some of these may be stipulated in the bylaws.)

## Goals (optional)

* Outline the objectives the committee will set for itself. Map each one to a metric as well as a deadline.

|  |  |  |
| --- | --- | --- |
| **Objective** | **Measurement** | **Deadline** |
|  |  |  |
|  |  |  |
|  |  |  |

## Timeline

**IF** the committee has a set timeframe to accomplish specific goals, outline that timeline here, including the processes for sunsetting the committee.

**IF** the committee has no specific end date, outline the timeline for revisiting the charter and reviewing outcomes, including goals, members, rules, etc.

## Date approved: [insert date here]

## Board Chair name: [insert name here]

## Amendments (optional)

Use the table below as a model to document revisions and/or additions to the Charter that the Committee has agreed to adopt.

|  |  |  |
| --- | --- | --- |
| **Section** | **Proposed change** | **Date approved** |
|  |  |  |
|  |  |  |



About the Aging and Disability Business Institute

This publication was produced for the Aging and Disability Business Institute via a collaboration of Partners in Care Foundation, stakeholders of the Partnership to Align Social Care, was authored by the Camden Coalition and was funded by The John A. Hartford Foundation. Led by USAging, the mission of the Aging and Disability Business Institute (Business Institute) is to build and strengthen partnerships between aging and disability community-based organizations and the health care system. The Business Institute provides community-based organizations with the tools and resources to successfully adapt to a changing health care environment, enhance their organizational capacity and capitalize on emerging opportunities to diversify funding. Learn more at   
www.aginganddisabilitybusinessinstitute.org.



About the Partnership to Align Social Care

The Partnership to Align Social Care, A National Learning and Action Network (Partnership) aims to address social care challenges at a national level by bringing together essential sector stakeholders (health providers, plans and government with consumers) to co-design multi-faceted strategies to facilitate successful partnerships between healthcare organizations and community care networks. The Partnership is a unique national effort to elevate, expand, and support a network-based approach to sustainably addressing individual and community health-related social needs. Learn more at www.partnership2asc.org.



About the Camden Coalition

The Camden Coalition is a multidisciplinary nonprofit working to improve care for people with complex health and social needs in Camden, NJ, and across the country. We work to advance the field of complex care by implementing person-centered programs and piloting new models that address chronic illness and social barriers to health and well-being. Supported by robust data infrastructure, cross-sector convening, and shared learning, our community-based programs deliver care to the most vulnerable individuals in Camden and regionally. Through our National Center for Complex Health and Social Needs (National Center), the Camden Coalition works to build the field of complex care by inspiring people to join the complex care community, connecting complex care practitioners with each other, and supporting the field with tools and resources that move the field of complex care forward. Learn more at www.camdenhealth.org.