Norco college

# Charter for [Group Name]

## [DATE]

This Charter is established between the [Group Name] and the [Overseeing Senate or Council] to structure the process and planned outcomes included herein during the [duration dates of charter in years/terms] period of the [year-year] academic/calendar year(s). *(Councils = 5-year Charter; Committees, Project Teams, Workgroups, etc. = 1-year Charter) [Replace all bracketed text with entity-specific language.]*

| Purpose |
| --- |
| [State the overall responsibility and context for the work of the proposed body. It is here that it should be made clear to what overseeing body the proposed body is making recommendations and from what body they are taking direction and/or by what body their work is being coordinated.] |

| Charge |
| --- |
| [Identify and describe the primary work to be accomplished within the context of the overall goals of the college including specific EMP goal/objective alignment or as part of a particular strategic initiative (e.g. access, equity, success). State the connections specifically to equity and/or Guided Pathways. This section establishes clear expectations and sets boundaries for topics within their overall purview and/or delineates the boundaries of their work so that they are not duplicating the efforts or services being provided or performed effectively by other governance groups and/or other areas/offices/organizations/people within the college community.] |

| Guiding Principles and Assumptions |
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| [Identify the guiding principles and assumptions that should guide this group’s efforts. State if there are other entities (within the district or external to RCCD) that need to be consulted or considered. Include any accreditation standards, state laws, federal guidelines, reporting mandates, etc. Also state if there is any associated budget with their groups’ charge.] |

| Scope & Expected Deliverables |
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| [Specify the parameters and requirements within which the body will work as well as expected deliverables, products, or outcomes form the work.] |

| Membership |
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| [Description of the number and composition of the members based on role/perspective/expertise and constituency group.]  The [proposed body] will be comprised of [number] members (or as specified by the overseeing committee/council) inclusive of representatives of all primary constituency groups and assigned or appointed by their respective representative bodies OR defined membership based upon expertise, title, functional area of responsibility, etc. Please clarify if all members are voting members or if there are advisory members (e.g. such as a second/alternative non-voting ASNC representative).   * [Role/Perspective/Expertise] [Chair] – [Constituency] * [Role Perspective/Expertise] [Co-Chair] – [Constituency] * [Role/Perspective/Expertise] – [Constituency] * [Role/Perspective/Expertise] – [Constituency] |

| Meeting Time/Pattern |
| --- |
| [Specify meeting days/times or the general pattern or schedule. See examples below.]  The [proposed body] meets weekly on [day] at [time] in [location]. The [proposed body] meets monthly on the [(first, second, etc.)(day of month)] at [time] in [location]. Contact the Chair/Co-Chair(s) or designated facilitator to place an item on a future agenda. |

| Roles of Chairs and Members |
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| The Chair/Co-Chair(s) are accountable to [the overseeing body] to ensure continuity of dialogue between governance tiers. (Co-)Chairs are responsible for preparing agenda and facilitating meetings of the [proposed body] based on best practices and guidelines for effective facilitation.  Members are recognized as stakeholders with important expertise and perspectives relevant to the strategic charge of the [proposed body] that can help to achieve the [proposed body’s] charter deliverables (relevant strategic charge). Members are expected to actively attend and participate in all meetings, deliberations, and decision-making processes of the [proposed body]. While representing the perspectives of the constituency group to which they belong members are expected to engage in effective dialogue with [proposed body] peers with the intention of finding consensus on all issues that come before the [proposed body].  [How information will be disseminated to representative/constituency groups] All governance entities must specify within this Charter how information will be disseminated to representative/constituency groups. In each of the five Councils, it is recommended that a chair (or a designated delegate) shall prepare a brief summary of each Council meeting and send it to the College community within 24 hours of the meeting to fulfill transparent communication reporting. |

| Meeting Procedures and Expectations |
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| The Chair(s), and members of this governance entity will adhere to meeting and governance best practices as follows:  Meeting agendas are issued in advance of meeting times. Meeting agendas are organized to achieve milestones established in the charter and prioritize actions pending, actions required, and problem solving to move the work of the group forward. Either minutes or notes are taken to record the groups progress OR a final summary report is to be submitted/posted.  Members endeavor to:   * appropriately prepare for meetings based on the meeting agenda. * arrive promptly and stay for the duration of entire meetings. * participate in a problem-solving approach where the interests of all participants are considered in developing proposals and recommendations and, where appropriate, distinguish between constituency versus college-wide perspectives. * welcome all ideas, interests and objectives that are within the scope of the charter. * actively listen to engage in respectful and constructive dialogue. * work with a spirit of cooperation and compromise leading to authentic collaboration. * move forward once a consensus-based decision has been made. * continue to progress with the members who are present at each meeting. * follow through on tasks that are committed to outside of scheduled meetings. |

NOTE: This is a template; feel free to modify to fit your group’s needs. Replace all bracketed text with entity-specific language. Post on the appropriate Council/Senate webpage and Governance Webpage once approved.