**CHARTER TEMPLATE**

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| **Title:** |  |
| **Date Chartered:** |  |
| **Time Line:** |  |
| **Sponsoring Organizations (in alphabetical order):** |  |
| **Non-Voting Collaborators:** |  |
| **Aims:** |  |
| **Tasks:** |  |
| **Decision-making:** |  |

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| **Staff Responsibilities:** |  |
| **Membership:** | * Current membership will include at least one representative from each of the sponsoring organizations; * One person will be identified from each sponsoring organization as the key contact person and voting member; |
| **Non-Voting Collaborator Participation:** | * Non-voting collaborators will be invited to attend and participate in meetings, but will not have a vote if a decision requires a Board vote. |
| **Meeting Frequency:** | . |
| **Membership Selection Process:** | New sponsoring organizations or non-voting collaborators will be approved by vote. |
| **Removal and/ or Resignation:** | A sponsoring organization or non-voting collaborator representative can discontinue participation in the advisory board at any time. In the event that a member representative resigns, their position can be replaced by another suitable person from the same organization. |
| **Review Charter:** | The charter will be reviewed annually. Updates to the charter can be made any time upon approval of the team. |