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| **Sections** | **NOTES** |
| **Purpose**  **Our ‘Why’**  **Key responsibilities** | What is our purpose; why do we exist? What are our key responsibilities as a team?  What are others counting on us to do? |
| **Vision** | What do we want to accomplish, achieve, or create as a team?  What will be the impact of our collective efforts? |
| **Values** | What are the most important values that we will adopt to guide our actions and decisions as a team (e.g. integrity)? What are the specific behaviours that describe each value? (e.g. integrity = we do what we say we will do) |
| **Behaviours that ALIGN with values**  **- What is the impact?** | **E.g.**   * Being respectful and supportive of each other, providing everyone with a voice * Trust, honesty and openness * Willingness to listen * Collaboration and working for the team not the individual (if one fails we all fail) * Challenge individual behaviour that is not aligned to the group |
| **Behaviours that CONFLICT values**  **- What is the impact?** | **e.g.**   * Lack of focus, time and commitment to the group * Not valuing each other’s opinions * Acting individually and not as a cohesive team * Working in silos * Lack of clarity on expectations |
| **Goals** | What are our shared team goals and deliverables? How will we measure our success?  **Include one key objective from each team;** |
| **Roles and Responsibilities** | What functional areas of responsibility?  How do our individual accountabilities impact each other? |
| **Mutual Expectations**  How we will interact, collaborate, behave and work with each other, support each other, give feedback | What specific behaviours do we want and expect of each other? What behaviours would negatively impact our working relationship? What is the best way to give each other feedback?  e.g.  **Behaviours & expectations**   * Act as a group with a shared goal * Build trust & respect * Recognise where x team has made a difference * Everyone in the team acts as an ambassador with those o/side   **Interaction and Collaboration**  **e.g.**   * Regular meetings with clear, purpose, agenda and outputs * ToR for the xteam * Regular lessons learned and feedback sessions |
| **Team operations**  Meetings | *Team Meetings* How often will we meet? For how long? When & where?  How will we develop meeting agendas? Who will lead or facilitate our meetings?  How will we keep track of our decisions and agreed-upon actions? |
| **Team operations**  Communications in team / outside | *Communication:* What & when is the best way to communicate with each other and keep each other informed? How quickly do we agree to return phone calls and e-mail? How and what will we communicate to our key constituents?  e.g   * Microsoft Teams for general communications * Spreadsheet to track actions items that get transferred to the next meeting agenda * Friday review of activity and actions on Teams * Email/instant messaging used to highlight anything urgent that requires SLT attention prior to the weekly review * To treat communications and engagement between members as a priority |
| **Team operations**  Decision making | *Decision-Making* What will be our primary decision-making method? What decisions will we make on our own? What decisions will require agreement among all team members?  *e.g.*   * Group decision making with a Quorum for when full attendance is not possible. * Defined decision-making process including approvals for out of budget spends and procurement requirements * Everyone will need to sign up to the notion that the ‘group comes first’ and therefore may have to make decisions that aren’t necessarily for individual/department benefit. |
| **Team operations**  Conflict resolution | *Conflict* How will we listen to all perspectives and be inclusive to all team members? How will we resolve disagreements? How will we handle if we do not follow through with our agreements?  *e.g*   * Hold each other to account * Decisive and efficient in resolving issues * Openness and transparency * Issues and disagreements addressed quickly either 1-2-1 or as a group * Constant reference to our Values * Give timely feedback |
| **Team operations**  Reflection  Progress updates  Accountability | *Reflection:* How and when will we evaluate our team performance?  *e.g.*   * As part of a quarterly or half year review and aligned to objectives * Continually manage our performance as an ongoing function * Feedback and input from ?? * Feedback and input from our teams |
| **Team operations**  Progress updates  Accountability | *Accountability:* How will we hold each other accountable to the decisions and actions we’ve committed to and to the team agreements in this charter?  e.g.   * Through a clear plan of actions and committed activities in support of the business plan * Review at meetings and provide updates on progress to ?? |
| **Team members** Strengths bring to the team.  What success looks/feels like  Recognising performance. | e.g.   * x knowledge * company knowledge * Broader industry knowledge * Wide experience and skillsets across multiple disciplines that we can look to optimise and benefit from as a group * Track record of deliverance and achievement of business objectives |