

Collaboration Charter

Note: Every time this document is changed it should be brought to the whole collaboration for review. If a committee does work, they can recommend to the collaboration for adoption.

1. Mission/Purpose – Should answer the question: “what good, for whom?”
2. Constraints - If applicable, these can be set by the partners, funders, regulators, etc. Query: How should we organize our work and ourselves in order to be most efficient and effective? What resources do we need to get our work done?
3. Timeline – It is important to include milestones with the timeline.
4. History – This is optional, more important if this collaboration grew out of something else.
5. Vision – This is a statement of the desired future. Should answer the questions: “What is different in the world in 3-5 years because this collaboration exists?” “What role did the collaboration play in creating that difference?” “What partners were involved in creating the difference?”
6. Values - If applicable, this is especially important in stating basic assumptions that are important to the collaboration. Query: What are the potential conflicts among the members and their organizations, and how will conflict be managed?
7. Members, Roles and Contributions – In addition to listing who are members, it identifies unique niches each brings. Every member has a piece to contribute. Some collaborations have different classifications of membership. Query: What other members should be added at this stage of the collaboration’s development in order to make your work most effective?
8. Norms – Explains how the group deals with needs, conflict, decision making, and communication within & external to group (media, funders etc.) Query: How will we reward ourselves?
9. Ground Rules – This is for conditions around membership, leadership, meetings, policies, etc. Query: How will decisions be made? How will we communicate with partners and others?

10. Organization Commitment – Each member organization submits letters identifying what that organization hopes to get from the partnership and what it will give. Query: What authority does each member have to make decisions at the collaboration table for his/her own organization?

From the work of Patricia Peterson and Emil Angelica