

Charter

Version # Click or tap here to enter text.	Date Click or tap here to enter text.
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This charter documents our team’s mission and goals, our membership categories, our definition of accountability and how it will be maintained, individual roles, ways we will manage discussion, and decision-making methods.

The charter will be reviewed and amended over time to update any of the components (e.g., mission and goals) or add new components (e.g., deliverable, timeline, milestones).

The AHE *Team Building: Definitions, Concepts, and Guidance for Creating a Team Charter* resource contains definitions of each component of the charter and recommendations for how to create each component of your team’s charter.

1. Mission

Click or tap here to enter text.

2. Goals

Focus of Goal	<p>Goal Statement in SMARTIE Format https://www.managementcenter.org/</p> <p>From SMART to SMARTIE: How to Embed Inclusion and Equity in Your Goals - The Management Center</p> <p>SMARTIE Goals Worksheet - The Management Center</p>
Learning	Click or tap here to enter text.
Initiative	Click or tap here to enter text.

3. Membership

Category/ Expertise	Member Name/Organization	Role(s) in Organization, if applicable
Community Organization	Click or tap here to enter text.	Click or tap here to enter text.
Medicaid Lived Experience Perspective	Click or tap here to enter text.	Click or tap here to enter text.
Healthcare Provider	Click or tap here to enter text.	Click or tap here to enter text.
Medicaid Health Plan	Click or tap here to enter text.	Click or tap here to enter text.
Medicaid State Agency	Click or tap here to enter text.	Click or tap here to enter text.

4. Roles and Alternates

Role	Primary	Alternate
Team Leader/Liaison. <i>Some teams may create a co-leadership model (e.g., one person from each organization serves as a co-leader).</i>	Click or tap here to enter text.	Click or tap here to enter text.
Meeting Facilitator / Team Leader	Click or tap here to enter text.	Click or tap here to enter text.
Scribe	Click or tap here to enter text.	Click or tap here to enter text.
Timekeeper	Click or tap here to enter text.	Click or tap here to enter text.

5. Timeline

Date formed	Projected Completion Date

If applicable

Projected Phase	Time Period	Projected Milestone	Target Date

6. Operating Norms

Click or tap here to enter text.

7. Accountable Space Agreement

Click or tap here to enter text.

8. Meeting and Teamwork Management

How does the team stay on track	
Methods for ensuring all team members can contribute	
Where are team documents stored	
Other Methods	Click or tap here to enter text.

9. Decision-Making

We agree to use the methods below to make team decisions. The decision-making method may vary by situation, but the method used will be identified when decisions are made.

Method	Description and intended use
<p>Click or tap here to enter text such as consensus, voting, etc.</p>	<p>Click or tap here to enter text.</p>
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Advancing Health Equity: Leading Care, Payment, and Systems Transformation (AHE) is a national program supported by the Robert Wood Johnson Foundation and based at the University of Chicago. AHE's mission is to discover best practices for advancing health equity by fostering payment reform and sustainable care models to eliminate health and healthcare inequities.