

[Committee name] Charter

Purpose

State the committee's purpose

Authority

State the source of the committee's authority (e.g., Senior Leadership Team, MAHPS Executive Committee, statute).

The Committee Name has the authority to:

- Clarify the types of decisions the committee is empowered to make.

Scope

Describe what the committee is responsible for. What kind of work do they do and how do they do it? What subcommittees, teams, or programs do they oversee, if any?

Out of scope

What is the committee not authorized to do?

Committee Membership

Sponsor, if applicable: List position title of sponsor.

Chair(s):

- List position title of chair(s).

Members:

- List position title of each member.

Designated Committee Support:

- List position title of committee support staff.

Meetings

List frequency and format of committee meetings.

This is the minimum number of committee meetings. Additional meetings may be added as the work of the committee warrants.

Decision authority

Define quorum and who shall be present.

Guiding Principles

The following principles and definitions will guide the work of the committee:

- **Patient and Staff Safety as True North:** All decisions are anchored in harm reduction.
 - **Health Equity:** Center patient rights, access, and engagement.
 - **Collaboration:** Across units, disciplines, and leadership levels.
 - **Transparency and Accountability:** Clear expectations, documentation, and follow-up.
 - **Sustainability:** Build repeatable training, workflows, and risk management systems.
 - **Respect for Staff Capacity:** Acknowledge change fatigue and rebuild trust.
-

Group Commitments

Each committee member agrees to the following commitments:

- Prioritize meeting attendance and preparation.
- Maintain professionalism, respect, and open communication.
- Actively participate in solution-building, not just problem identification.
- Support sustainable implementation, not one-time fixes.
- Encourage diverse perspectives and inclusive decision-making.
- Communicate openly and avoid siloed work.

Organizational placement of Committee Name:

Describe the committee’s position within the organization. Include a diagram if helpful.

This charter will be reviewed and approved annually by the Oversight Body or Position to ensure continued alignment with regulatory requirements and organizational priorities.

Version	Approved by	Approval date
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap to enter a date.