

**Dallas County Community College District**  
(INSERT: Official Name of Entity to be chartered.)

**CHARTER**

Effective (INSERT: Date)

**CONTEXT** (definition: the environment and/or conditions which contribute to and/or complicate the need for an official point of collaboration.) (INSERT: narrative to confirm context.)

**PURPOSE** (definition: a bullet-point summary (i.e. 3-5 items) of the intent of effort; might be objectives, goals, and/or actions.)

The (INSERT: Official Name of Entity to be chartered.) is authorized by (INSERT: Sponsoring Individual/Entity) to:

- (INSERT: specific purpose statement or delete.)
- (INSERT: specific purpose statement or delete.)
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- (INSERT: specific purpose statement or delete.)

**BOUNDARIES** (definition: parameters which must be acknowledged in performing the assigned work; may be related to legal, financial, or another defined area.) (INSERT: narrative to confirm boundaries.)

**CONSTRAINTS** (definition: limitations, regulations, restrictions or other confining requirements related to the work and impacting individuals, groups and/or the District.) (INSERT: narrative to confirm constraints.)

**TYPE OF ORGANIZATION:** (Identify the appropriate category from the listed definitions below and delete other items.)

- Functional Council** – A sponsored team with responsibilities for on-going assignments and membership based on function within the DCCCD. Work includes research, discussion, and recommendations for District-wide action in responding to external mandates and internal responsibilities. The council may appoint committees or sub-committees as needed.
- Work Group** – A sponsored group with a common and directed purpose in an area of interest/importance related to student success in the DCCCD. Meetings include information-sharing and updates, and do not focus on agreements and/or recommendations for district-wide action. Group may act as a committee or subcommittee reporting directly to a Sponsoring or Functional Council on short-term action-based efforts, when requested.

- **Taskforce** – A sponsored group, commissioned directly by the Chancellor, a Chancellor’s Staff member, or one of the sponsoring Councils, with project-based activities requiring district-wide representation and a critical need. These groups may be carried for up to two years in length, and represent the groups with the most specific timelines for chartered action and result.

**ORGANIZATION MEMBERS:** (Using the chart below, list functional role, and then name of individual assigned, their specific title and home location.)

FUNCTIONAL ROLE	NAME * DENOTES LEADERSHIP ROLE (I.E. CHAIR, CO- CHAIR, ETC.)	TITLE	HOME LOCATION
Dean with teaching experience	M.J. Doe	Executive Dean of Business & Technology	Brookhaven College

**ORGANIZATION RESOURCES:** (INSERT: People who serve as non-voting members of the organization by reason of technical, and/or position-based expertise; or specific/specialized financial/physical resources required to produce the assigned work.)

**MEETING SCHEDULE and LOCATION:** (INSERT: Narrative description and meeting schedule date, time, and location.)

**ORGANIZATION SPONSOR:** (INSERT: Name and title, following the guidelines adopted by the Chancellor’s Staff in January 2008.)

**DATE FOR REVIEW/RECONFIRMATION:** (INSERT: The next even calendar year following effective date.)

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Signed by the Sponsor or Sponsor’s Representative Date

Upon signature by the sponsor (or sponsor’s representative), completed charter should be forwarded to the Chief Learning & Training Officer.