

Climate Team Charter Template



Climate Planning Team Charter Template

Purpose:

To define how your team will work together to guide the climate action planning process, ensuring accountability, transparency, and inclusive participation.

Instructions:

Complete this collaboratively during your first meeting. Revisit it annually or as membership or priorities change.

Climate Action Team Information

- Team Name or Committee: _____
- Date Established: _____
- Primary Contact/Coordinator: _____
- Reporting To (Council, Administration, etc.): _____

Mission & Purpose

Briefly describe the purpose of the team and what it aims to accomplish.

Example: "To guide the development and implementation of the City's Climate Action Plan, ensuring alignment with community priorities and County goals."

Goals & Objectives

List 3–5 key goals for the team (develop plan by 2026, establish annual reporting process, ensure equitable community engagement, etc.).

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1. _____

2. _____

3. _____

4. _____

5. _____

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Roles & Responsibilities

Define roles clearly to ensure efficiency and shared ownership.

Role	Name/Organization	Key Responsibilities
Chair / Lead		Facilitates meetings, oversees progress
Coordinator		Manages communication, documentation
Technical Advisor		Provides data, GHG or policy input
Community Engagement Lead		Coordinates outreach and events
Partner Liaison		Connects with regional/county partners

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Decision-Making & Communication

- **Decision-Making Process:**

☐ Consensus ☐ Majority Vote ☐ Advisory Recommendation

- **Meeting Frequency:**

☐ Bi-weekly ☐ Monthly ☐ Quarterly ☐ As Needed

- **Meeting Length:**

☐ 30 minutes ☐ 45 minutes ☐ 60 minutes ☐ Other _____

- **Communication Tools:**

☐ Email ☐ Shared Drive ☐ Slack ☐ Notion/Teams/Other: _____

Equity & Inclusion Commitment

How will the team ensure inclusive representation and equitable participation?

Example: "Ensure diversity in leadership and decision-making; actively invite participation from underrepresented neighborhoods and community groups."