

Community Mental Health Affiliation of Mid-Michigan  
**Workgroup Charge Form**

*This “charge” form is completed by the sponsoring body (the body that has the authority to give the workgroup the charge) and provided, via discussion and in writing, to the workgroup and / or workgroup facilitator prior to the initiation of their work.*

1. Name of workgroup:
2. Sponsors: CMHAMM Executive Advisory Committee and the CMHAMM Steering Committee
3. Advisor to the workgroup: Toby Bayless (clarifies intent of sponsor)
4. Date charge was given to the workgroup:
5. Issue(s) being addressed by workgroup:
6. Role of group (can be any one or a combination of the following):
  - Make recommendations to the sponsor relative to changes to be made
  - Implement changes as determined by the group (subject to reporting and approval requirements set by sponsor)
  - Monitor implementation
7. Description of the end product expected of the group:
8. Format of end product (i.e., written plan, report, redesigned process, etc):
9. Workgroup calendar:

<u>Date</u>	<u>Event</u>	<u>To whom is it reported?</u>	<u>Purpose of Report</u>	
			Status	Approval

10. Scope of project:
11. Facilitator of the workgroup (specification in charge is optional):
12. Stakeholders for this effort:
  - Stakeholders include, at a minimum:
    - those who will have to abide by or use the product of the group
    - those who will be responsible for implementing the product of the group
13. Group size (optional):

Number of workgroup members should be no greater than:

14. Method by which members will be selected: (chose one or more of the following)

*Note: Involvement in a workgroup is contingent upon approval by the potential member's supervisor.*

Specific members are identified by sponsor, drawn from the stakeholder groups listed above.

Members to be selected by workgroup facilitator, drawn from the stakeholder groups listed above.

Stakeholder groups select their representatives.

Name of member	Stakeholder group being represented	Manager / leader of stakeholder group

15. Substitutes for workgroup members:

Substitutes will be allowed to attend in the place of an absent member; if the substitute represents the same stakeholder group as the representative- this should be the **usual** option for a workgroup.

Substitutes will not be allowed to attend in the place of an absent member (given the need for consistency in representation)- this restriction should be **rarely applied** by a sponsor.

16. Roles and Responsibilities of key parties to workgroup effort: See Section B of this form.

17. Financial or other resource limits (specification in charge is optional)

Product should require **one-time** expenditures no greater than \$\_\_\_\_\_

Product should require **on-going** expenditures no greater than \$\_\_\_\_\_ per year.

To be proposed by group.

Other resource limits:

18. Limits to change in practice, procedure, or policy that can be recommended or implemented by group:

19. Sources of guidance to be used by workgroup (i.e., statutes, regulations, policy, practice models, etc.)

Revised: 03/05/09