



USAID
FROM THE AMERICAN PEOPLE

Charter Template

An Additional Help for ADS 101

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CHARTER TEMPLATE

USAID [Insert Title of Committee]

Charter

Version X.0

Date: [Month, Day, Year]

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CHARTER – [Insert Title of Committee]

1. BACKGROUND

This description provides the background for establishing the group (committee/ subcommittee/council/working group). What problem or challenge will the body address? Include any specific Agency or administration priorities the body will support.

2. CHARTER AUTHORITY

What gives the body the authority to function? This may include the statement - *Pursuant to the authority of the Administrator of the United States Agency for International Development, this charter details the objectives, leadership structure, membership, and official proceedings of the [Insert Title].* If the body is a working group or subcommittee, include that the group is working under the authority of the parent body. Include the statement *that the body operates in accordance with all relevant policies in USAID's Automated Directives System (ADS).* Any relevant statutory or regulatory authorities may also be listed.

3. OBJECTIVES AND DESCRIPTION OF DUTIES

Describe the specific objectives of the body and the duties to be performed. This section should include specific deliverables where applicable.

4. LEADERSHIP AND MEMBERSHIP

Outline the membership of the body by position or organization. Do not use names. Who will chair/co-chair? Which Bureaus/Independent Offices (B/IOs) will be represented and the specific position if required, e.g., Deputy Assistant Administrator. Will some members be included by virtue of their position, e.g., Chief Financial Officer, Chief Human Capital Officer?

5. DECISION-MAKING

Describe how decisions will be made. Will most issues be settled by a simple majority of voting members? Will all members have a vote? What constitutes a quorum for voting purposes? How will a tie be broken, if applicable? Can a designated representative vote if a member is unable to attend? If a subcommittee or working group, what decision-making authority does the body have. Will recommendations be submitted to the parent organization for final decisions?

6. MEETINGS

Identify the expected meeting schedule and procedures for meetings. For example, when will preparatory information be shared, will meeting minutes be distributed, etc.

SECRETARIAT AND STAFF SUPPORT

Identify which B/IO and Office will serve as the Secretariat and the specific duties to be performed. Duties should include maintaining records in accordance with [ADS 502, The USAID Records Management Program](#).

7. CHARTER REVIEW AND APPROVAL

Provide a signature block for the individual(s) designated to approve the charter. List the individual's name and title. Describe how revisions will be approved. Will the committee periodically review the charter to ensure that it remains current and continues to address relevant emerging issues? Will revisions be approved by the membership and approving official(s)?

Name
Title, B/IO
USAID

Date

Name
Title, B/IO
USAID

Date