Template for a PNCC Charter

I. Title of the group

II. Purposes of the group (use articles of contract as well as other)

III. Membership, how to become a member on the PNCC

IV. Terms of office
   a. How elected
   b. Term of service

V. Membership responsibilities (e.g., attendance, backup, lead on a project, liaison to another nursing organizational committee e.g., pharmacy); units that each PNCC member “listens to” and visits

VI. Roles of leaders
   a. Chair
   b. Secretary
   c. Someone to do monthly review of SRDFs

VII. Responsibilities:
   a. Review what the contract says; add additional items

VIII. Meeting dates, times and locations

IX. Record keeping

X. Authority