

**Provider Retreat Sub-Committee  
Task Team Charter  
Sub-Committee Purpose**

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Co-Chairs:

Date:

Task Team Mission: (Please state purpose for the Team - what process or problem is the team being created to improve or solve. Additional copies of this form may be used if necessary.)

Task Team Charge:

(Please state specific tasks or goals the Team is to complete or accomplish. If there are certain recommendations expected to appear in Team's final report, please use this space to describe. Additional copies of this form may be used, if necessary.)

Task Team Boundaries:

(Please state all general and specific starting rules the Team should understand in advance to define acceptable recommendations that fulfill its charge. Examples: implementation plans must be within the Team's sphere of influence; recommendations must be possible within existing funds available; recommendations may not include requests for additional staff, office space, etc. Additional copies of this form may be used, if necessary.)

Task Team Reports due to main group chartering the Team by:

Proposed Task Team Members Appear on Back Side of this Team Charter Form.

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<i>Proposed Team Members</i>	<i>Phone Number</i>	<i>Email Address</i>	<i>Office Address</i>	<i>Team Role</i>
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2.				
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