E TEAM CHARTER

Sample

ABSTRACT

This sample charter demonstrates how an IIS consortium can document its purpose, membership, governance structure, leadership roles, decision-making processes, and shared expectations. Developed for the E Team, it provides an adaptable example for groups seeking to establish or formalize a common framework for collaboration.

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Record of Changes

Date	Description of Change
7/24/2025	All member respondents adopted the charter. Updated effective date on cover page. Addressed minor grammatical errors.

Purpose

The Envision Team (E Team) serves as a collaborative space for jurisdictions using the WebIZ platform to engage in discussions that complement broader Envision consortium activities. The team fosters knowledge sharing, peer collaboration, and coordinated enhancements to optimize resources and support continuous improvement.

Type of Group

The E Team consists of representative members from jurisdictions that use the WebIZ platform. Participation is voluntary, and membership is open to all WebIZ jurisdictions.

Scope of Work

The E Team's activities include:

- Facilitating open communication to address shared challenges and coordinate system enhancements
- Promoting peer-to-peer learning and resource sharing among jurisdictions
- Enhancing collaboration through focused subgroups on specialized topics

Membership

Eligible jurisdictions

Membership is open to any jurisdiction that uses the Envision WebIZ platform. Jurisdictions will be added to the E Team as they initiate migration or adoption of WebIZ.

Mainland US jurisdictions:

Arkansas, Colorado, Connecticut, Delaware, Kansas, Kentucky, Missouri, Nevada, New Hampshire, New Mexico, Oklahoma, Pennsylvania, Philadelphia, and South Carolina

Island jurisdictions:

American Samoa, the Commonwealth of the Northern Mariana Islands (CNMI), the Federated States of Micronesia (FSM), Guam, Hawaii, Palau, and the Republic of the Marshall Islands (RMI)

Members

Immunization information system (IIS) managers from each jurisdiction may designate up to two additional IIS staff representatives to regularly attend and participate in monthly meetings for a total of three program representatives.

- Ensures balanced representation across jurisdictions, preventing disproportionate influence
- Facilitates structured discussions and prevents meetings from becoming inefficient due to an overly large group
- Encourages strategic selection of participants to include relevant expertise

Member participation

- Actively participates in E Team meetings and/or views meeting recording
- Receives emails about monthly meetings and subgroup meetings
- Accesses E Team SharePoint to add and use resources such as policy examples, standard operating procedures (SOPs), and training materials that would be helpful for other WebIZ jurisdictions
- Emails questions and shares resources via E Team listserv
- Attends meetings, listens, asks questions, contributes to problem-solving, shares resources and updates with stakeholders
- Considers IIS vision and resources from both jurisdictional and WebIZ community perspectives when contributing
- Reviews provided materials, such as agendas and meeting minutes
- Contributes to decision making as needed

E Team Leadership

The E Team leadership (E Team leads) serves as the representative subgroup responsible for guiding the team's activities.

Leadership responsibilities

- Organize and facilitate monthly E Team meetings, encourage discussion and problem-solving
- Develop agendas for meetings and subgroups, following up on action items
- Provide regular updates on progress, decisions, and challenges
- Represent the E Team in discussions about policy and systems improvements with Envision and CDC leadership and other stakeholders
- Serve as points of contact for the broader IIS community

Leadership governance: structure and term length

- The E Team leadership consists of five co-leads, serving staggered two-year terms so that no more than three rotate off each year.
- Three positions will rotate in odd years, and the other two will rotate in even years.

- Implementation year
  - An implementation year is needed to enable staggered transitions.
  - Two leads will serve one-year terms for 2025–2026.
  - Three leads will serve two-year terms for 2025–2027.
- Ongoing structure
  - Open call for nominations is initiated in July.
  - Co-leads for upcoming vacancies are selected each August.
  - New co-leads shadow from September to December.
  - Terms begin in January.
  - Three positions will rotate in odd years, and the other two will rotate in even years.
- No term limits; members may serve multiple terms if willing.
- The E Team leaders will initiate a call for nominations.
- If a leadership vacancy arises, any E Team member may nominate replacements, with final selection made by volunteering and consensus.
- Eligible candidates include any interested member of the E Team; no prerequisites or experience required.

Meetings and Operations

- The E Team will hold monthly virtual meetings.
- At least one representative from each mainland WebIZ jurisdiction is encouraged to attend each meeting.
- Any E Team member may request agenda items.
- The meeting facilitator will finalize the agenda.
- Meeting materials, including agendas, minutes, and recordings, will be stored on a centralized shared platform.

Decision Making

Decisions will be made via consensus whenever possible.

- Full E Team decisions typically focus on collaborative technical priorities and shared operations, whereas E Team leadership decisions are more about steering, enabling, and sustaining the group.
- Consensus actions may include verbal agreement, chat discussions, surveys, or emoji-based responses.
- If consensus cannot be reached, the facilitator may call for a simple majority vote (51%) among jurisdictional IIS managers in attendance.

- If additional representation is needed, a follow-up vote may be conducted via survey or email.
- Decisions that could warrant a call for consensus could include but are not limited to:
    - System enhancement prioritization and request management
    - Operational governance, such as changes to charter or establishing subgroups
    - Strategic alignment on joint approaches to communication with Envision/CDC
    - Resource allocation, such as deciding on the use of shared tools/platforms and evaluating proposals for support needs
    - Information sharing and communication
    - Meeting management and follow-up, including deciding on future meeting topics or adjusting cadence or format of meetings

Subgroups

To foster collaboration on specialized topics, subgroups may be created within the E Team.

Subgroup formation and operations

- Subgroups are established based on requests from E Team members.
- Leadership will review and approve new subgroups.
- Each subgroup will be coordinated by an E Team member.
- Participation is voluntary and open to all WebIZ jurisdictional IIS staff.
- Meeting frequency will be determined by subgroup coordinators and members.
- Each subgroup will develop and maintain an SOP to guide its work.

Annual Review and Termination Criteria

Charter review process

- Approved by E Team members before implementation.
- Reviewed annually in December to ensure alignment with the team's evolving needs.
- Consensus vote among active E Team members required for amendments.

Termination criteria

The E Team will continue to exist indefinitely or until federal requirements for consortium activities are rescinded; however, the E Team will be evaluated annually based on the following:

- **Sustained engagement**: If participation drops below 50% of eligible jurisdictions for two consecutive quarters, leadership will assess whether the team remains viable.
- **Completion of objectives**: If the E Team achieves its primary goals and no new objectives are identified, members may vote to sunset the group.
- **Lack of leadership succession**: If no members volunteer for leadership roles and no viable structure can be maintained, the E Team may disband or merge with other collaborative groups.