**Sample Coalition Charter**

**Role**

The role of the [NAME] Coalition Steering Committee is to help catalyze the overall vision and create the road map to achieving no-kill in Xxxxx community. This is the leadership group that will work together to achieve this historic goal by driving community-wide engagement, building strategies, and supporting local coalition members to create aligned action.

**Responsibilities**

●  Build the road map to get Xxxxx community to no-kill

●  Identify gaps and solutions, including resources

●  Set goals

●  Monitor progress community-wide

●  Set priorities for new work

●  Catalyze efforts

**Meeting Frequency**

Proposed monthly phone meetings and bi-annually in person (will attempt to piggyback on other scheduled events when possible).

**Term Limits**

Proposed term limits of xxxx.

**Duties**

Duties of chairperson:

* Setting agenda
* Running steering committee meetings
* Being a spokesperson

Duties of vice-chair: Filling in for chair, xxx

Duties of secretary: Preparing meeting minutes, xxx

**Decision Making**

**Membership**