Partnership Charters

When community groups work together for a common goal, a lot more can be accomplished than if they work alone. Yet we all know that it is often difficult for individuals with different agendas to work together successfully; when organizations with diverse missions, funding sources, boards of directors, and objectives are in partnership, the potential for conflict grows exponentially. It is very important to spell out roles, responsibilities, and conflict management strategies at the outset, to avoid the destructive conflict that can be the end of good projects.

The following worksheets give you a framework to use when discussing the creation of a Charter for your new partnership. The Charter is designed to describe the vision, goals, objectives, roles, and responsibilities, to minimize misunderstandings, false assumptions, and hidden agendas.

Partner Contact Information	
Partner A	**Partner B**
Main Contact: Name: Title: E-mail: Phone: Address:	**Main Contact:** Name: Title: E-mail: Phone: Address:
Other Contacts: Name: Title: E-mail: Phone: Address:	**Other Contacts:** Name: Title: E-mail: Phone: Address:

Partner Assets and Resources	
Partner A	**Partner B**
1.	1.
2.	2.
3.	3.
4.	4.
5.	5.

In this table, you should list the assets that each partner brings to the effort, those things that will contribute to the success of the partnership and the project.

Partner Needs and Interests	
Partner A	**Partner B**
1.	1.
2.	2.
3.	3.
4.	4.
5.	5.

In this table, partners should list what they hope to gain by entering into the partnership.

Partner Issues to Consider	
Partner A	**Partner B**
1.	1.
2.	2.
3.	3.
4.	4.
5.	5.
Shared Issues	

In this table, partners should describe how the partnership fits their organization's mission, and the criteria they will use to evaluate projects.

Evaluation Criteria	
Partner A	**Partner B**
1.	1.
2.	2.
3.	3.
4.	4.
5.	5.

In this table, partners should list the indicators they will use to determine if the partnership is a success.

Conflict Resolution Procedures	
Partner A	**Partner B**
1.	1.
2.	2.
3.	3.
4.	4.
5.	5.

In this table, partners should identify the ways they are willing to resolve conflict when it arises, and any practices and procedures that should be put in place to minimize conflict.

Project Ideas	
Partner A	**Partner B**
1.	1.
2.	2.
3.	3.
4.	4.
5.	5.

In this table, the ideas that each partner has for projects and strategies should be listed, along with the effort they are willing to make on each initiative.

More reading:

Gage, David. **The Partnership Charter: How to Start Out Right With Your New Business Partnership (Or Fix the One You're In)** (Perseus Books, 2004)