

Collaborative Stewardship Starter & Builder Kit

Example: Collaborative Coordinator Success Committee Charter

Purpose & Desired Outcomes: The Collaborative Coordinator Success Committee is tasked with supporting the overall success and effectiveness of this role, in partnership with the Steering Committee (or other governing body), and partners. Desired Success Committee outcomes include:

1. Supports the development, fulfillment, and tracking of the coordinator's work plan.
2. Provides guidance and problem solving related to collaborative activities and partner relationships.
3. Provides guidance and mentorship on facilitation and other skills related to managing collaborative processes.
4. Serves as a resource to the coordinator for undertaking collaborative business, activities, and events.
5. Provides feedback on the coordinator's management of the collaborative's systems, communications, and meetings.
6. Supports annual coordinator performance reviews for discussion with their supervisor who is responsible for any performance management, ongoing salary negotiations, etc.
7. Works with the Steering Committee to create an inclusive and supportive culture for the coordinator to thrive in accomplishing their work.

Anticipated Duration:

- Duration: Ongoing (suggest each committee member commits to 2 years or more)
- Meetings: Monthly (or other determined frequency)
- Commitment: 1.5 – 2 hours/month

Suggested Committee Size: 3 – 4 individuals:

- Coordinator's supervisor
- A partner representative that was involved in the coordinator's hiring process
- 1 – 2 other collaborative representatives
- Collaborative coordinator

Please cite in direct use or derivatives as: Farrell, S. & O'Herron, M. (2026). Collaborative stewardship toolkit. Parks California. <https://calandscapestewardshipnetwork.org/collaborative-toolkit-2026>.

The latest online toolkit is at: <https://calandscapestewardshipnetwork.org/collaborative-toolkit>.