

<Team or Organization Logo>

<Organization Name>

Innovation Team

Team Members

Name	Role	Title	Department
	Chair		
	Member		
	Member		
	Member		
	Member		
	Member		

Last Modified: <Date>

Modified By: <Name>

Purpose

Overview

Innovation is a priority for <organization name> and the Innovation Team acts as the advocacy group. Their primary responsibility is to create, maintain and execute the Innovation Strategy. They assist leadership throughout the creation process and provide input into the direction of innovation initiatives and oversight of innovation programs. To accomplish this goal, they work with both internal and external audiences to promote and support initiatives and best practices in innovation.

Additionally, they are responsible for managing the innovation budget and providing guidance on how to encourage and sustain innovation within the organization. The Team works directly with leadership to foster an environment of sustainable innovation. By developing strategic partnerships they take the necessary action to keep the Innovation Strategy moving forward.

Responsibilities

The Innovation Team is responsible for oversight and direction in the following areas:

- Be the face of the Innovation Strategy
- Develop and maintain the Innovation Strategy
- Oversee Innovation Programs
- Stay updated on innovation topics
- Provide innovation training
- Remove innovation roadblocks
- Gather success stories and recognize innovators

Team Members

Responsibilities

The Innovation Team will leverage the experiences, expertise, and insight of key individuals throughout the organization and external audiences to promote the Innovation Strategy. The team enables innovation so that innovation can flourish. To accomplish this, the ideal team member will possess the following skills and abilities:

- Have excellent communication skills
- Be comfortable speaking in front of groups
- Have excellent writing skills
- Be well liked amongst their peers and throughout the organization

- Be open to change and have experience with innovative projects
- Be competent in technology and how it impacts the organization
- Be interested in innovation and understand its importance
- Have the ability to dedicate the time necessary to fulfill the required duties
- Be good at working with other team members and comfortable participating in discussions
- Be organized and able to handle multiple overlapping projects and tasks

Terms

Team members serve a two year term and are selected by the Team Chair. Team members go through a two-step approval process:

- **Immediate Supervisor Approval:** Team members must receive approval from their immediate supervisor. The supervisor approval means that the supervisor acknowledges the requirements for serving in the position.
- **Leadership Approval:** Leadership will approve the entire team. It is leadership's responsibility to make sure that the members are a good fit for the Team. The Chair will be responsible for filtering out candidates and providing recommendations to leadership.

Terms may be staggered but team members should be selected no more than once per year.

Removing Team Members

Team members that do not meet the requirements outlined in the roles and responsibilities, may be removed from the team. In addition to not adhering to the responsibilities outlined in this document, team members may be removed for the following reasons:

- More than one unexcused absence during a one year period
- Being late or leaving meetings early
- Inability to work effectively on the team
- Not participating in Team Meetings
- Not completing assigned tasks
- Receiving a bad evaluation from their supervisor

The supervisor may also request that a team member be removed from the team by providing a written explanation to the Chair. It is important that supervisors understand that innovation requires momentum and removing a team member can have a negative impact on that momentum.

In the event that a member is removed from the Team, the Chair is responsible for selecting an appropriate replacement. The replacement will complete the term of the individual that was removed from the team and must have approval from their immediate supervisor.

Team Meetings

Schedule and Process

The Team will meet monthly at a minimum to review the status of the Innovation Strategy Working Documents. During these meetings, members will be required to provide updates on any issues and the progress of active innovation initiatives. The Team Chair facilitates the meeting and is in charge of providing a regular agenda and holding the team members accountable.

In addition to the monthly meetings, the Chair and specific team members may be required to provide a quarterly update to leadership. It is the responsibility of the Chair to coordinate the update and make sure the necessary people are involved.

Agenda

The meeting agenda will be created and distributed by the Team Chair unless delegated to another team member. The meeting agenda may vary from meeting-to-meeting but the following items should be included on every Team Meeting agenda.

- Review and Update: Innovation Programs List
- Review and Update: Policy Reviews List
- Review and Update: Process Evaluations List
- Review and Update: Training Plan

Responsibilities

In addition to the standard roles and responsibilities of each team member, there are additional duties that may be assigned by the Chair during Team Meetings.

- **Scribe:** This person may alternate or be the same person at each meeting. They are responsible for keeping notes, tracking attendance, writing down action items and distributing minutes after the meeting has been concluded. Minutes must be provided within 2 business days after the meeting.
- **Time Keeper:** This person may alternate or be the same person at each meeting. They are responsible for making sure the meetings stays on track and within its time allotment.

Innovation Team Application

Name: _____ Date: _____

Job Title: _____ Department: _____

TELL US WHY YOU WOULD LIKE TO SERVE ON THE INNOVATION TEAM

WHAT MAKES YOU A GOOD FIT FOR THE INNOVATION TEAM

Supervisor Name: _____

Signature: _____ Date: _____