

State Epidemiological Outcome Workgroups (SEOW)

Tips for Developing a Workgroup Charter

To facilitate the operation of the State Epidemiological Outcome Workgroups (SEOW), it is important to establish well-defined processes regarding leadership and coordination of SEOW activities. Pursuant to this goal, the SEOW will develop a workgroup charter which describes its principles, functions, and organization. The charter must state the goals and purpose of the SEOW. It should also include a detailed work plan that includes the following required components:

- An appropriate mission statement for the group;
- The date of the group's creation and expiration (if applicable);
- Chairperson/main point of contact for the group;
- Specific activities that will be undertaken;
- Proposed individual and organizational participants, and their roles and responsibilities, including staff with epidemiological expertise and sufficient time to be allocated to the SEOW;
- SEOW agreement deliverables timeline;
- Methods that the SEOW proposed to employ in measuring and monitoring its progress and accomplishments;
- Schedule or timetable for workgroup meetings;
- Structural and procedural linkages with state substance abuse prevention system.