



Charter Mgmt. Team Approved: 12/10/25

Committee Charter: Management Team

Overview: Formed to serve in an advisory capacity to the County Board of Commissioners.

Purpose: To research, review, and make recommendations to the County Board on organization-wide management issues as developed by the Team, or, as assigned by the County Board.

Composition:

Role	Agency/Represent
Voting Member	Assessor
Voting Member	Auditor/Treasurer
Voting Member	Corrections
Non-Voting Member	Court Administration
Voting Member	County Attorney
Voting Member	County Administrator
Voting Member	Highway
Voting Member	Human Services/Deputy Co Admin
Voting Member	IT
Voting Member	Planning/Zoning/Parks/GIS/& Building Services
Voting Member	Public Health
Voting Member	Recorder
Voting Member	Sheriff
Voting Member	Solid Waste
Voting Member	Transit
Voting Member	Veteran's Service
Non-Voting Member	Vice Chair - County Board
Non-Voting Member	Chair – County Board

Membership:

- Comprised of the Head of each County Department, the Chair of the Wadena County Board of Commissioners, and the Vice-Chair of the Wadena County Board of Commissioners
- Offices held include a Chair, Chair-elect, and a Recorder. Offices are rotated by alphabetical listing of departments on an annual basis.
- Exempt from the officer rotation are the County Commissioners, Elected Officials and the Non-Voting Members of the Team.

Responsibilities:

- Encourage and promote a team approach to the operation of County government
- Provide a forum for communications between departments and the County Board
- Provide organized facts, mutually accepted by vote of the Team, to the County board, thereby allowing the Board an opportunity to make a supported and informed decision
- Provide a forum wherein the Team members may seek solutions to department problems through consultative advice

Meeting schedule: Second Wednesday of each month unless a conflict with the set date facilitates a change or there is need to have an emergency meeting Reminder will be sent out a week in advance with Agenda and previous month's Meeting Minutes

Decision making: Recommendations to County Board

Reporting: Reports to the County Board of Commissioners

Annual review:

Charter: Reviewed, updated, and approved annually at the December meeting.

Goals:

- Involve Department Heads in management issues and decisions of common interest to departments
- Involve Department Heads in county-wide strategic planning
- Understand and accept opinions and decisions through improved communications between a) Department Heads on the Management Team; and b) Management Team and the County Board of Commissioners
- Increase management capability resulting from understanding of issues and problems, from consideration of alternative approaches and from participation in decisions
- Further develop working relationship among department heads by identifying differences, exploring alternatives, and mutually arriving at solutions
- Make decisions on issues considered through sharing of information