

# Table Creation Template

JustOrg Design

Table Name:

Table Purpose: *(what is this table being created to do?)*

This Table Will Deliver: *(e.g., ongoing leadership of culture-building activities, annual conference, a new policy, etc.)*

Note: this field should be left blank if there are no significant deliverables for this table.

This Table Will Decide: *(e.g., the design/approach to something, use of allocated budget dollars, partnerships to develop, etc.)*

Note: this field should be left blank if there will be no significant decisions from this table.

This Table Will Recommend: *(e.g., candidates for hire, a plan or policy for board adoption, etc.)*

Note: this field should be left blank if there will be no significant recommendations from this table.

Strategies Most Energized: *(e.g., any specific organizational strategies that this table will activate or energize.)*

Table Duration:

Ongoing

# Table Participants

**Participant Types:** ☐ Staff ☐ Board ☐ Community Members

**Table Sponsor:** *(Sponsors guide table work and represent it with senior leadership)*

**Table Convener(s):** *(Conveners develop table meeting agendas, co-facilitate meetings, and manage table progress)*

**Participating Members:** *(remaining table participants - other people or roles on this table)*

1)  
2)  
3)  
4)  
5)

**Notes:** *(this space is reserved for any notes you may have, it is not a formal part of the template)*