



Leadership Team Charter (*Populated Sample Template*)

Shared Purpose

“The core purpose of is to provide strategic direction and goals, overview, decision-making, and business updates/communication and control for the division as a whole. Each member of the team is responsible for his or her own specific business (P&L) and/or function. At the same time, each member of the team is also responsible for overall divisional leadership and business results”

Operating Principles

1. Encourage respectful debate. Be honest and candid with your colleagues.
2. Do what is right for the business first, then what is right for regions, functions, and individuals.
3. Maintain an environment of trust through:
 - a. keeping confidentiality.
 - b. communicating directly with each other first when issues arise.
4. Define problems, understand root cause(s), and focus on solutions.
5. Understand all team agreements and keep commitments.
6. Actively support team decisions, even if you did not agree during the decision-making process.
7. Review our internal working agreements and processes occasionally so that expectations remain clear.
8. Prepare information on issues to be discussed before hand

Team Responsibilities:

The leadership team is responsible for leading and managing the xxxxxx. We will deliver clear and consistent strategic focus to our employees, stakeholders and shareholders while driving speed and growth. We will “model the way” for coordination of activities and practice the degree of collaboration we expect of everyone in the organization. In summary, we will lead in the creation of a work environment that:

- enables us to attract and retain the best talent
- motivates all colleagues to provide maximum contribution.
- enables all colleagues to develop to his or her full potential through assuring that the right people are in the right positions.
- delivers on our promises to shareholders
- is innovative and highly energized



Core Processes:

The leadership team will use the following core processes to manage its own work and to ensure consistency and continuity across the division (i.e. all issues that are relevant to the whole division)

Decision-making

- Operational overview
- Strategic Planning
- HR Planning
- Budgeting/Resource Planning
- Portfolio Management
- Defining and following up on the critical path (managing the balanced scorecard)
- Delegating to working groups and establishing conditions for success
- Actively communicate relevant information

Stakeholder & Employee Communication and Related Activities:

The leadership team will prepare and disseminate regular communications as appropriate to include:

- communication update following each leadership team meeting
- specific status to the executive team on divisional activities
- specific status to the Board of Directors on divisional activities
- individual status/updates from each member of the leadership team to their colleagues
- bringing information and feedback from field organizations back to the leadership team