

Executive Team Team Charter



<p>Team Members</p> <ul style="list-style-type: none"> • Dan Jackson • Juanita Rodriguez • Bob Thomas • Carlos Munoz • Ron Lewis • Andrea Washington 	<p>Team Mission</p> <p>Uphold the vision and values of Acme, Inc. by leading the organization toward revenue growth and operational excellence, and by demonstrating a shared accountability to each other, and to our customers, shareholders and employees</p>	<p>Main Customers</p> <p>Employees, Customers, Shareholders</p> <p>Key Partnerships</p> <ul style="list-style-type: none"> • ABC Company • U.S. Regulators • United Supply • Cisco • NYSE • Williams, Frye & Sanders • KPMG • Massive Dynamics • Federated Vendors • State of NY • Trade Association
<p>Operating Principles</p> <ul style="list-style-type: none"> • Keep meetings to their assigned times • Respect & trust each other; listen purposefully • Hold a high bar for productivity & energy • Show optimism, passion, and commitment to our mission • Speak your mind, and be open-minded toward others' ideas • Share accountability - help each other & apply energy to others' issues • Be pragmatic & solutions-oriented 	<p>2010 Initiatives & Success Measures</p> <ol style="list-style-type: none"> 1. Improve Board reporting and committee management - determine and implement new process & procedures by end of second quarter 2. Establish and adhere to an executive team calendar - create a process for sharing and using a calendar by end of first quarter 4. Develop/improve an organization-wide metrics dashboard - clear, specific, actionable data that helps us make decisions or improvements across the organization: designed and in use by end of first quarter 5. Create service expectations and operating budgets for each division - all divisions have 1-page operating plans by end of second quarter 6. Develop a stronger, more productive talent review process for cross-company talent assessment - commit to twice-annual talent review meetings 7. Gain regulatory approval for our new products - all products are cleared for shipping and sale in 2010 8. Establish and use an annual strategic planning process - all departments have clear line of sight to Acme's goals and how they fit into the overall strategy of the organization 	
		<p>Meetings</p> <ul style="list-style-type: none"> • Mondays, 10-3 pm • Agenda sent out in advance, indicating topic, speaker, and times: <ul style="list-style-type: none"> • Leader Update – 30 min • Round-robin – 60 min • Big Issues – 3.5 hours • Leader solicits agenda items by Thursday, agenda is sent out on Friday a.m. • No substitutions at the mtgs. • Three key purposes for issues: FYI, Discuss/Input, Decision