

**WORKNET LEADERSHIP TEAM
CHARTER AND NORMS**

Charter of the WorkNet Leadership Team

To envision the future and move the workforce system in the direction to meet those future challenges, in support of the WIBs vision and goals. To create, sustain and promote the organization's vision both externally and internally. To continuously align the organizations vision and strategies to the projected future state. To systemically remove barriers to customer satisfaction with the services of the Center and the system. And to examine the current culture of the Center and establish an organizational culture that empowers staff leadership, promotes customer service, and promotes a learning organization.

The Leadership Team will do many things to accomplish the mission as defined above, including:

- ❑ Build awareness of the Center and the system
- ❑ Continue to develop resources for the Center
- ❑ Act as a liaison between the Center and Partner agencies
- ❑ Coach and mentor staff,
- ❑ Promote the continuous improvement of quality in all process and practices of the system.

Norms for the Leadership Team

Meetings

1. Meetings begin and end at scheduled times
2. Members commit to attending meetings in their entirety
3. Members provide agenda items to the team leader.
4. Meeting agendas are final and distributed one working day prior to the meeting.
5. New individual members from any partner organizations shall receive sufficient preparation and briefing prior to the first meeting.
6. The team's scribe will record, for each meeting, all policies, assignments and decisions. The notes will be distributed within 10 working days.

Participation

7. Be an active team member
8. Decisions are reached by consensus of team members present. Once they are made, there is no revisiting them—unless new information has been received.

Rights/Responsibilities

9. Be prepared – do your homework by completing assigned ACTION items.
10. If you have information the team needs or an assignment that is to be completed, be sure to get that information to any meeting, even if you cannot attend.
11. Communicate both process and product of the Leadership Team outside the team in an appropriate, non-demeaning, non-gossipy manner.
12. Team members share their ideas, opinions, and disagreements openly with the team and take responsibility to share their organizations issues and perspectives at meetings.
13. Any team member may request an item be placed on the agenda and work with the Team Leader for when and how.

Environment

14. Team members forgive, accept, and respect each other's opinions.
15. Any team member may feel safe to invoke a request that particular information or particular discussion stays in the team.

Membership

16. Each organizations top-level (as defined by the organization) leadership may be a member of the team.
17. Membership is formal, meaning that leaders must DESIGNATE themselves as a team member rather than just showing up occasionally for meetings.
18. LT membership is positional, not representational.
19. A second person from the organization may be formally designated as the top leaders representative. This is not a requirement. However, if a team member cannot attend meetings, they should not send a representative beyond the officially designated second.
20. Each organization has one voice in the consensus decision process.