

## TEAM EXPECTATIONS

Each member of our organisation's leadership team affirms the expectations outlined here and strives to perform accordingly. We treat all team members the same when it comes to these expectations.

These expectations are clearly articulated during the recruitment process. We accept the candidate as an appointee only after they have agreed to fulfil these expectations. By accepting appointment, the individual confirms that this service is one of their main voluntary priorities.

### Specific performance expectations are:

1. Believe in and be an active advocate and ambassador for the values, mission and vision of the organization.
2. Work with fellow Leadership Team members to fulfil the obligations articulated in the job description of the Leadership Team, in these performance expectations, and in keeping with all other policies.
3. Act in a way that contributes to the effective operation of the team and work with fellow team members and staff to assure that the team functions well.
4. Regularly attend team meetings. Prepare for these meetings by reviewing materials and bringing the materials to meetings. Use conversation as a core business practice, asking strategic questions and participating in dialogue.
  - a. Team Meetings: once a month
  - b. All-Teams Meetings: once every other month
  - c. Team-building Days: twice a year
5. Keep informed about the organization, its issues, and its connection to the community through active participation within the organization and conscientious connection outside the organization.
6. Be prepared to represent the organisation as a spokesperson and publicly advocating for the organisation's mission.
7. Help support the charitable contributions operation of the organisation.
8. As appropriate, use personal and professional contacts and expertise to benefit the organization, without compromising ethics or trespassing on relationships.
9. Be professionally present on social media i.e. Twitter and LinkedIn and maintain a professional image on all social media platforms.
10. Inform the CEO and Board of Directors of the organization of any potential conflicts of interest, whether real or perceived, and abide by the decision of the Board related to the situation.
11. Respect the authority of the CEO and Board of Directors; and, adhere to the limitations of the Board, its committees and individual Board members.
12. Agree to step down from Leadership Team position if unable to fulfil these expectations.