

Leadership team (LT) Charter

General Function & Description of role

- To generally **lead, coordinate and manage** the activities of the AIM-PROGRESS initiative, ensuring effective use of membership fees and involvement by member companies.
 - In particular to **set strategy and ensure its effective execution** through work streams and projects.
 - To organize member meetings and other events as needed by the membership, then provide appropriate communication for members and other stakeholders, to develop appropriate engagement.

Membership and principles of composition

The members of the LT and its desired composition follow these principles;

- A blend of the more experienced, active and dynamic individuals from a cross-section of members and types of companies, including at least 1 supplier member.
 - This ideally includes a balance of gender, geographical spread, company size/type, sector and experience.
- The number of LT members will depend on the number of roles to be filled, but stay below one third of the overall membership
- Seats on the LT are offered through the Co-Chairs with input from the larger LT on an individual (not company) basis, given that persons' desire or proven track record to play an active leading role.
- The invitation to join the LT is made against criteria including: experience of Responsible Sourcing, desire/ability to contribute, proven contribution to A-P already (leading a work stream being a strong preference), company support and availability to join calls/meetings. The opinion of the current LT will also be sought on suitability.
- The LT position is for a term of 3 years. Current LT members are able to step down if they wish as job changes or company priorities dictate. Opportunity will be given to new members to join on the criteria outlined above. LT members can also exceed the mandate if agreed with the ED and co-chairs, and if they intend to continue playing an active role.
- All LT members are expected to take on specific duties as part of their role to take their assigned areas of the AIM-PROGRESS agenda forward. Additionally, LT members are expected to be more active than ordinary members and attend 2 of the 3 annual member meetings, plus 2/3 of the monthly conference calls.

Mode of Operation

The LT is run by the ED, supported by the Secretariat.

The LT shall meet (virtually) on a monthly basis, plus other meetings around the main member meetings or as specific projects/opportunities require it.

The LT's budgetary management role shall be in supporting the Secretariat to manage within budget through co-ordination of work stream activities, but the final accountability lies with the ED.

The LT shall also advise the AIM Director-General on the (re)appointment of the Co-Chairs and ED, through the Secretariat.

Decisions by the LT are taken **preferably by consensus**. If consensus cannot be reached the majority opinion will prevail. If no clear majority opinion emerges, the co-chairs and Executive Director will make the decision on behalf of the LT.

LEADERSHIP ROLES

<p>Co-Chairs (2) - Purpose –</p> <ol style="list-style-type: none"> 1. Ensure the members’ key priorities are being delivered, giving good value for their membership fees 2. Inspire membership in upgrading ambitions aligned with membership maturity and industry moves. 	<p>Executive Director (ED) – Purpose –</p> <ol style="list-style-type: none"> 1. Work with the Co-Chairs, work streams and secretariat to effectively manage the work programme and take account of evolving needs of member companies. 2. Represent AIM-PROGRESS in relevant industry forums globally.
<p>This is an appointment, like an LT position, on a 3-year term. To be filled from a brand member company (not supplier)</p> <ul style="list-style-type: none"> • Maintain link with AB members • Oversee governance and budget to hold the ED and Secretariat to account • Figurehead(s) for AIM-PROGRESS and represent the initiative to the external world where appropriate and available (in combination with ED) • Provide strategic input to ED and oversee execution of strategy • Review performance of the ED on behalf of the LT, and secretariat for DG of AIM 	<p>Internal AP:</p> <ul style="list-style-type: none"> ▪ Formulates and executes the overall strategy (in close collaboration with co-chairs and LT) ▪ Co-ordinates LT activities, including effective work stream oversight ▪ Proposes appropriate governance for the initiative ▪ Actively provides connections between work streams to facilitate efficiency and alignment. Provides specific support to work streams as needed ▪ Responsible for performance management of the work streams – objectives are tracked and resourced to meet them ▪ Provides liaison, guidance and coaching support to AP Secretariat ▪ Oversees external communications <p>External AP:</p> <ul style="list-style-type: none"> • Chairs the Advisory Board meetings • Reports to AIM Board • Liaises with relevant, like-minded initiatives/platforms to support the strategy e.g. CGF, CSR Europe • Co-ordinates activities and liaises with relevant, like-minded initiatives/platforms (in combination with co-chairs) or events
<p>Co-chairs, ED and AP Secretariat, through the LT, will:</p> <ul style="list-style-type: none"> ▪ Lead the facilitation of the 3 full member meetings/year as well as AB/ LT meetings/calls ▪ Provide thought leadership on responsible sourcing and the evolving role of AIM-PROGRESS to drive strategy ▪ Provide support to members, in combination with Secretariat to ensure that AIM-PROGRESS is meeting their needs. 	