



AIM-Progress Leadership Team Charter

General Function & Description of the Leadership Team

To **provide strategic direction** for the activities of AIM-Progress, ensuring the effective use of membership fees and involvement by member companies. In particular to:

- **Ensure AIM-Progress’s vision, mission and values** remain fit for purpose
- **Oversee AIM-Progress’s strategy** and ensure delivery against its impact
- Support **the Secretariat to ensure AIM-Progress is effectively executed with** appropriate governance, resourcing, structure and member engagement
- Exercise **accountability to members** and ensure the **effective use of membership fees**
- Provide strategic direction for, member ownership of, and oversight of **AIM-Progress workstreams and working groups**
- Support AIM-Progress’s **engagement with external stakeholders and funders** to strengthen the initiative’s impact.

Leadership Team Co-Chair roles, responsibilities and selection

AIM-Progress will have **2 Co-Chairs who are appointed for a minimum 2-year term**. Co-Chairs will be appointed on staggered terms to ensure continuity.

Co-Chairs will be selected from existing Leadership Team members. They should represent different industry sectors and, if possible, both brands and suppliers.

The role of the Co-Chairs is to lead the Leadership Team (LT) and to be the two main points of contact with the AIM-Progress Executive Director (ED). Specific responsibilities are:

- Ensure the members’ key priorities are being delivered, giving good value for their membership fees
- Represent AIM-Progress in industry forums globally
- Support the ED in the effective running of the LT and identification of new LT candidates
- Take on one of the following responsibilities within the LT:
 - Supporting the delivery of AIM-Progress’s strategy or;
 - Supporting the financial stability of AIM-Progress, including membership growth and external funding
- Support the ED in the development and delivery of agendas for regular LT meetings
- Support the facilitation of the 3 full member meetings/year as well as AB/ LT meetings/calls
- Review performance of the ED on behalf of the LT.



Leadership Team, roles, responsibilities and principles of selection

The six members of the Leadership Team (LT) (not including the two Co-Chairs) will be volunteers from the membership who are:

- Knowledgeable in the field of human rights
- Actively engaged in the work of AIM-Progress
- Representative of a cross-section of membership types, maturity and sectors, including at least one supplier member
- Willing to take on *one* of the following roles:
 - Supporting the delivery of AIM-Progress’s strategy (1) or;
 - Supporting the financial stability of AIM-Progress, including membership growth and external funding (1) or;
 - Providing strategic direction for, member ownership of and oversight of AIM-Progress’s workstreams (1 each for Human Rights, Mutual Recognition, Capability Building & Regional Hubs) (4)
- Supported by their company to dedicate up to 3 hours per month to preparation for and attendance of Leadership Team meetings and work to support one of the above 6 roles

LT membership ideally includes a balance of gender, geographical spread, company size/type, sector and experience.

The total number of LT members will **always stay below one third of the overall membership**

When seats on the LT become available, the Secretariat notifies the membership for expressions of interest.

Seats on the LT are then offered based on the above criteria through the Co-Chairs with input from the larger LT on an individual (not company) basis, given that person’s fit to our criteria.

The LT position is nominally for a term of 3 years. Current LT members can 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 exceed the mandate if agreed with the co-chairs, and if they intend to continue playing an active role.

Mode of operation

LT meetings are run by the Executive Director (ED), supported by the Secretariat.

The LT shall meet (virtually) roughly every quarter for up to two hours, plus other meetings around the main member meetings or as specific projects/opportunities require.

The LT will have oversight of the AIM-Progress budget and its delivery against the initiative’s objectives. 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.

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