

## Leadership Team Operating Rules

Note: The purpose of the organizing structure and the operating rules is to enhance the quality of, increase the consistency of and, and maximize the use of the scarce resource time in meetings of the Leadership Team

- The following are the members of the leadership team:
  - 1.
  - 2.
  - 3.
  - 4.
  - 5.
- The following are key resource individuals and trusted advisors that will at times serve as leadership team resources:
  - 1.
  - 2.
  - 3.
  - 4.
- The following is the vision (WHY the business exists) and the mission (what the business does) of this family business?
- The following are the 3-5 critically important core values of the family business?
  - 1.
  - 2.
  - 3.
  - 4.
  - 5.
- The following are the most critical characteristics of the culture of this family farm business?
  - 1.
  - 2.
  - 3.
  - 4.

## Leadership Team Operating Rules (page 2)

- Who will be responsible for:

Item	Leadership team member
Preparing the agenda	
Leading the meeting	
Keeping the meeting on time and on track	
Ensuring that everyone participates	
Recording meeting decisions	
Distributing outcomes and action items	

- The leadership team meetings will be held \_\_\_\_\_ at \_\_\_\_\_
- The following are agreed upon reasons for not holding a leadership team meeting:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- When a meeting is not held for one of the above reasons, the meeting will be \_\_\_\_\_
- The following is the expectation for the format and circulation of the meeting agenda:
- Meeting absences must be minimized and be for good reason (not at work, unavoidable crisis) and should be reported as soon as they are known

## **Leadership Team Operating Rules (page 3)**

- Inviting meeting guests (other staff, trusted advisors, vendors, clients) is encouraged when their knowledge and/or opinion is valuable to the meeting and/or when the item uniquely impacts them
  - Everyone must come to the meeting prepared. Everyone should be held accountable for the action items that are their responsibility
  - The meeting must start on time and end no later than the adjourn time
  - The meeting environment should be upbeat, friendly, collaborative and businesslike
  - Progress and synergy come from debate, discussion, and collaboration. Disagreement is not acceptable, it is expected. Discussion and debate must be about ideas not persons or personalities – professional not personal
  - Everyone contributes their ideas and opinion. It is everyone responsibility to see that everyone is engaged.
  - It is expected that the agenda will be followed unless there is an explicit agreement to amend the agenda. When ideas not related to the agenda item being discussed and future agenda items emerge from the discussion, they are to be recorded in the "Parking Lot" for consideration during the "other items" or at a future meeting
  - Just prior to meeting critique and adjournment, the recorder must lead a review of action items including each item, who is responsible and the completion date
  - The meeting decisions and action items will be distributed as follows:
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