

CEO ROLE DESCRIPTION



(Insert Role Title Here)

PURPOSE OF YOUR ROLE:

(insert a short description of your role within your company)

SUPPORT/ACCOUNTABILITY TEAM:

(business partner, vanguard, ppm, spouse)

AREAS OF GENIUS:

(categories and areas of business where you will spend most of your time)

SKILLS & STRENGTHS:

(list of skills and strengths that are of value to your business)

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____

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KPIs: OUTCOMES (LAG)

KPI #1:	
KPI #2:	
KPI #3:	
KPI #4:	
KPI #5:	
KPI #6:	

KPAs: ACTIONS + BEHAVIOURS (PROCESS - LEAD)

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____

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DIRECT REPORTS & SOPs:

(list your responsibilities to your direct reports and what SOP they follow to do their role)

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____

WHAT TO COMMUNICATE ON DAILY/WEEKLY BASIS TO WHO:

(direction communicated, tasks delegated, reports received, accountability set)