**Employee Network Executive Sponsor** Role and Responsibilities

The Executive sponsor is the senior leader and sponsor of the network and plays a critical role in its success The Executive sponsor has one primary role to approve the strategy the business plan and the overall activities of the network. The Executive sponsor provides guidance, advice and support to the leadership of the network. Executive sponsors are identified and invited to participate by the Office of Global Diversity with input from the network executive leadership team. Executive sponsors are:

* + Members of the management committee or Senior Executives,
	+ Committed to playing an active role in developing / supporting the network,
	+ Committed to a two-way developmental process: the professional development of the network executive leadership team and their own development in the advisor/ advocate role,
	+ Committed to serve a minimum of two years.

**Actively works with the network executive committee to:**

* + Provide strategic direction to align with Chevron’s business strategies,
	+ Act as the Decision Endorser to the network business plan strategy (with the Office of Global Diversity in the role of Decision Executive)
	+ Regularly review employee network scorecard,
	+ Commit to participate in specific activities to support the network,
	+ Coach and mentor network President and Vice President on leadership and professional development.

**Build senior and middle management support by:**

* + Encouraging active participation of management,
	+ Linking the network to other relevant initiatives and/or organizational taskforces on diversity and inclusion,
	+ Support network global leadership team’s work by providing feedback to their supervisors,
	+ Demonstrating how the network can be a resource and make business contributions,
	+ Partnering with other executive sponsors to leverage resources and share best practices (with Office of Global Diversity involvement).

**Visibly support the network throughout the organization by:**

* + Interacting with influential managers and opinion leaders throughout company to inform them of the network mission and business objectives,
	+ Promoting key network activities and achievements,
	+ Participating as a speaker at high-profile network events.

**Partner with the Office of Global Diversity to:**

* + Facilitate connections and ensure alignment with other network and company D&I initiatives,
	+ Attend / participate in D&I related social investment organization events,
	+ Help capture and report NETWORK progress to the organization,
	+ Provide internal and external resources and support.
	+ Ensure the speaker request process is used for speakers at the Vice President level and above.

**What should the Executive Sponsor expect from the Networks?**

* + Regular updates on network’s progress. Frequency will be agreed upon with the network leaders with a minimum of twice a year updates.
	+ Insights into perspectives on current issues and projects, and understand the diversity and inclusion business case relevant to the network.
	+ The network will provide the following as part of on-boarding: Charter and Operating Guidelines, Governance Structure and business plan.