

Accountability Commitment

A relational and developmental tool for community-rooted organizations. This document is not a disciplinary notice, a performance improvement plan, or a legal warning. Its purpose is to establish shared clarity — between the staff member, their supervisor, and leadership — about role expectations, values alignment, and mutual commitments **before** any concerns arise. If a concern does arise, this Commitment is the shared baseline everyone returns to.

SECTION 1 | STAFF INFORMATION

Staff Name	Pronouns	Job Title	Department
Direct Supervisor	Review Cycle Year	Completion Date	Job Level

SECTION 2 | YOUR ROLE ON FILE

Transparency About What This Role Actually Requires

The duties and responsibilities outlined in your job description are the starting point, not the ceiling. Review them carefully before completing Section 3. This section is completed by your supervisor or People & Culture and reflects the documented scope of your role.

Job Description Summary (completed by supervisor or P&C):

SECTION 3 | WHAT YOU ARE HERE TO DO

Transparency About Power | Addressing Root Causes, Not Just Symptoms

Now that you have reviewed your job description, this section asks you to respond to it in your own words. What did you read and what does it mean in practice for how you show up every day? This is a living articulation, not a restatement.

Core Responsibilities

Based on your job description, name the two or three things that are most central to your role in your own words. What does this organization count on you to do well?

--

What Success Looks Like This Cycle

Name what it looks like when you are doing this role at its fullest. Be specific and grounded. This is not aspirational language. It is a description of what you are genuinely aiming for this year — the quality, the relationships, the values, the day-to-day.

Where You Are Still Growing

Name one or two areas where you know this role asks more of you than you have fully built yet. This is not a deficit list. It is honest naming that allows us to support you intentionally.

SECTION 4 | HOW YOUR VALUES LIVE IN THIS ROLE

Values alignment is not abstract — it shows up in how you do the work every day

For each area below, name one specific way your organizational values live in how you do your job. Be concrete. This is not a values exercise. It is a practice map. It is also the record we return to if a concern arises later in the year.

Value Area	How this value lives in my role specifically
Interdependence Over Independence	
Care and Accountability, Together	
Transparency About Power	
Centering Those Most Impacted	
Addressing Root Causes, Not Just Symptoms	
Building Community and Solidarity	

Sustainability as a Practice	
We Are All Still Learning	

SECTION 5 | WHAT YOU NEED TO SHOW UP FULLY

Sustainability as a Practice | Building Community and Solidarity

This section exists because accountability is not one-directional. For you to be held to what you have named here, this organization must provide what you need to actually do it.

From my supervisor, I need:

From the organization, I need:

SECTION 6 | MUTUAL COMMITMENTS

Care and Accountability, Together

This Commitment works in all directions. The staff member commits to honest engagement with what their role asks of them. The supervisor commits to consistent support. Leadership commits to holding this document with care throughout the year. All three signatures reflect that shared accountability.

Staff Member I have completed this Commitment honestly and with intention. I understand that this document is the shared baseline for any accountability conversations that arise this year. I am entering this cycle clear about what I am responsible for and what I need to do this work well. Direct Supervisor I have reviewed this Commitment, confirmed the staff member's understanding of their scope and goals, and committed to providing the support they have named. I will not treat silence as evidence that everything is fine. I will check in with care throughout the year.
--

Staff Member Signature	Direct Supervisor Signature	People & Culture Signature	Date
----------------------------------	---------------------------------------	--	-------------