

Role Guide Starter Template

Document what a role is actually responsible for, so it doesn't live only in one person's head.

Role Title: _____

Reports To: _____

Document Owner: _____

Revision Date: _____

Purpose Of This Role

One or two sentences: why this role exists and what it's responsible for delivering.

Core Responsibilities

List the 4–6 things this role owns. Be specific.

- 1.
- 2.
- 3.
- 4.

Authority & Decision Rights

What can this role decide on their own? What needs approval, and from whom?

What Success Looks Like

2–3 measurable outcomes that show this role is being performed well.

What This Role Is Not Responsible For

Name the boundaries, so responsibilities don't quietly drift or overlap.

Related Documents

Link any SOPs, checklists, or training materials this role depends on.