

# AI Accountability Charter Template

**Type:** Governance Template | **Audience:** AI Governance Boards, Executive Leadership, Legal

## 1. Accountable Executive Designation

Field	Value
AI System Name	
System ID/Version	
Accountable Executive	
Title/Position	
Authority Level	<input type="checkbox"/> Full stop/go <input type="checkbox"/> Budget authority <input type="checkbox"/> Other: _____
Effective Date / Review Cycle	_____ <input type="checkbox"/> Annual <input type="checkbox"/> Bi-annual <input type="checkbox"/> Quarterly

## 2. Role Definitions

Role	Assigned To	Responsibilities	Authority
Accountable Executive		Overall outcomes, compliance sign-off	Full stop/go
Technical Owner		Model performance, technical decisions	Technical implementation
Ethics/RAI Owner		Fairness, bias monitoring, impact assessment	Escalation to Exec
Data Owner		Data quality, privacy, lineage	Data access/usage
Operations Owner		Production monitoring, incident response	System operations

## 3. Decision Rights Matrix (RACI)

Decision Type	Proposer	Reviewer	Approver
New AI deployment	Tech Owner	Ethics Owner	Accountable Exec
Model update/retrain	Tech Owner	Ethics Owner	Accountable Exec
Incident response	Ops Owner	Tech Owner	Accountable Exec
System retirement	Tech Owner	All Owners	Accountable Exec
Data source change	Data Owner	Ethics Owner	Accountable Exec

## 4. Redress and Appeal Mechanisms

**Internal Appeals:** Process: \_\_\_\_\_ Timeline: \_\_\_\_\_

**External Appeals:** Process: \_\_\_\_\_ Contact: \_\_\_\_\_

**Ombudsperson:** [ ] Yes [ ] No Name: \_\_\_\_\_

## 5. Documentation and Audit Trail

- ☐ All significant decisions documented with rationale
- ☐ Audit trail preserved for: \_\_\_\_\_ years
- ☐ Regular audits by: [ ] Internal Audit [ ] Third Party Frequency: [ ] Annual [ ] Bi-annual [ ] Quarterly

## 6. Board-Level Oversight

**Reporting Committee:** \_\_\_\_\_ **Frequency:** [ ] Monthly [ ] Quarterly [ ] Annual

### Escalation Triggers:

- ☐ Material bias or discrimination detected
- ☐ Regulatory investigation or inquiry
- ☐ Significant system failure or incident
- ☐ Material change in system use or scope

**Accountable Executive:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Board/Committee Chair:** \_\_\_\_\_ **Date:** \_\_\_\_\_