

ADMIN CAPTAIN

Purpose

To work closely with the Sponsor and the Confirmation Call Team Captain preparing the team invitation letters, participant confirmation packets and rosters prior to the training. To be available to the Sponsor and the Confirmation Call Team Captain for any administrative request, such as last minute forms, packets, etc. The Administrative Captain's job is all done prior to the start of the training. In many cases, the Admin might also take on the role of Name Tags and Homework/Printed Materials. In some rare circumstances where team members are not in abundance or there is not an administrative person on the team, this role is not required to be in the room during the training.

Way of Being

A person who is gifted in clerical/office skills. Accurate, detailed, organized, computer literate.

Commitments

By saying 'Yes' to the role of Administrative Captain, you are committing to the following:

- ☐ Committing to all of the Team Ground Rules
- ☐ Knowing the details required within the Job Description of the Administrative Captain that will help set your team and training participants up for success
- ☐ Being on time, prepared, and fully present at all of the following team meetings: all necessary meetings between you and the Core Team (as agreed upon by the Team Captain, Sponsor, and Core Team); and the grad support meeting.
- ☐ Being on time, prepared, and fully present for all of the following calls: Support Call grounding call; any additional calls with your Coach, such as a team enrollment support call (as communicated by the Team Captain); weekly check-in call with your team Buddy; and the Team Debrief call following the training.
- ☐ Commit to personal transformation, curiosity, and humility in your own life throughout the team process
- ☐ Enroll participants into the training
- ☐ Make Confirmation Calls
- ☐ You are responsible for creating the Team roster and the Participant roster
- ☐ Complete the Team Feedback form following the training

Mechanics

Confirmation Packet:

If the participant requests the packet by mail, then you are responsible for assembling that packet, coordinating details with the Confirmation Call Captain, and mailing the packet no earlier than six weeks prior to a training, and no later than 48 hours after the participant has registered (earlier if participant registered one week prior to training).

Once a registration is official, your Sponsor should be forwarding you the participant name and email within 24 hours. Within 24 hours of receiving that participant's info, email them the Confirmation Packet and let them know they will be receiving a call soon to set-up a time for their 30-45 minute standard pre-seminar confirmation call.

Confirmation packets are not sent out until 4-6 weeks prior to the seminar. See the confirmation packet template at www.gapcommunity.com/revealresources and have your Sponsor send you the completed version.

Rosters:

You are responsible for creating and maintaining the following two rosters:

- o Team Roster to be emailed out immediately following the First Team Selection meeting with information including team member's name, email, phone(s), address, and team job (if known).
- o Participant Roster to be continuously updated immediately after each participant registers. The Participant roster will need to be quickly updated and sent each time to the Sponsor, Support Call Captain, Team Captain, and any other team member who requests it. *Recommendation: update the Participant Roster on Google Docs and "share" it with the Sponsor, Support Call Captain, and Team Captains to avoid having to continuously send updated documents by email and to avoid confusion of which roster is most recent.

Team Communication:

Check with the Team Captain to see if he/she would like support in setting up a team communication group, such as a WhatsApp group chat, for example.

Additional Suggested Team Jobs that go well with this role:

- ☐ Homework/Written Material
- ☐ Nametags