

Team Member Description

The Team Member is active in a committee, project, or team. They are participants in maintaining team morale and promoting a psychologically safe and supporting environment that upholds San Jose Strong's values (see on our document: tinyurl.com/SJStrongMission). They attend team meetings, help determine deliverables, and execute tasks. The Team Member will report directly to their Team Lead.

Time Commitment:

We want to make sure Team Members are supported and that work is manageable alongside one's other commitments--work, personal, etc. Therefore a Team Member should not spend more than 1-3 hours a week on their committee, project, or teamwork (unless they choose to for fun!). There should be at least one actionable deliverable for each month within a committee, project, or team. If workload is unmanageable, the Team Member should reach out directly to Team Lead to discuss potential solutions.

Participating in Meetings with Team:

The Team Member should participate in team meetings. The team should meet at least once a month to check in on deliverables for their work and establish new tasks. The Team Member should send an update directly to their Team Lead with a frequency/methodology determined by their Team Lead.

What to Do If You Can no Longer be Team Member:

Team Member's must give the team 1-2 weeks notice if they are stepping down from the Team Member position. The Team Member must propose a new Team Member and/or participate in the Team Member recruiting process. If the Team Member is stepping down due to extenuating circumstances, San Jose Strong will waive this requirement and work to support the Team Member through said circumstances as needed or requested.

Resume Building:

Team Members are welcome to put their role on their resume. Team Members should defer to their Team Lead for being a reference. If you are in need of a letter of recommendation for a program, internship, college, or job, please reach out to Mary, the Team Lead, or other Team Members to write you a letter of recommendation.

Resources and Tools for Team Members:

- Tools for Psychological Safety with Teams:
<https://hbr.org/2017/08/high-performing-teams-need-psychological-safety-heres-how-to-create-it>
- **Will add to this document and feel free to share more resources!**