## **CONTRACTOR ROLE TITLE**: Transparency Lead/Steward

## **Summary:**

To build and update the digital archive of TEC patterns and to establish transparency best practices.

## Tasks:

- Making sure that all the calls in the TEC are published on YouTube/Lbry so the updates are available and accessible to all the members
- Training members interested in recording calls
- Preparing and facilitating the Transparency Audit when necessary in the Commons
- Establishing digital security practices in the Commons to organize and manage the account credentials and documenting them for future commons
- Supporting the documentation of decisions and processes so they are transparent to the community
- Management of different projects to improve transparency and clarity around the TEC token
- Coordinating transparency workflow with the rest of the community
- Promote mutual monitoring practices
- Perform other tasks that will help the Commons such as research, making videos, and other operations support
- Transparency payments

## What does success look like:

- If the community members feel that the Commons is fully transparent and trustworthy and
- If the Transparency Lead/Steward is able to help the community become more accountable

REQUESTING: 2750 DAI from transparency pool.