

Name, twitter and ETH address:**Contributor role:**

Currently there are six roles available on the working group: *Steward, Working Group Lead, Community Builder, Guides, Community Ops and Special projects*. Please select the one that you agree on taking.

Summary:

The purpose of this document is to serve a point of reference and guide for the contributors of the Communitas Working Group.

Time covered on this agreement:

From February 2022 to April 2022.

Accountability: During the first week of each month, each compensated contributor will post their compensation request on the #Communitas discord channel. The post will include their role and work performed and associated github issues. If no objection is raised, the amount will be transferred. If an objection is raised, it will be mediated internally in the WG

Tasks: according to the roles previously mentioned, the tasks will be determined by the role chosen.

Steward. Facilitate weekly call, Orientation call and the TEC lounge, provide guidance to old and new contributors, represent the WG, have a deep knowledge of the TEC and what is happening across multiple WGs, cross coordination with other WG and other communities. Quarterly review and update to the Manifesto.

Working Group Coordination Lead (WGCL). WG representative for the Scrum events and transversal coordination. Coordinator for the pieces of work for the workstreams under this WG. Maintain the Sprint board and encourage updates to the issues for this WG. These responsibilities are generally done by the Steward but in some Working Groups the scope is large enough that someone else may take this on.

Community builder. Primarily focused on the Onboarding experience and lifetime of a community member. Incorporates learnings from other communities and innovate new practices to facilitate and improve each step of the onboarding experience. Leading the pack in DAO onboarding.

Guides. Keep track of the newcomers, update the spreadsheet assigned, welcome them through private or public messages and do the required follow up via calls. Keep track of the updates and the required documentation for newcomers.

Community Ops. Continuous improvements require someone savvy in the way of discord bots, APIs and other interfaces and connections that allow for customizing the tools we use for more productive community management and smoother onboarding journey. We are budgeting 10 hours of week for this.

Special projects. This is a budget set aside for special projects that do not fall under other specific roles. Some examples were listed above. Special project will be requested to and approved by the WG and will be calculated in number of hours.

Offboarding: If by personal or professional reason this role can't be fulfilled, please notified with at least two weeks in advance (if possible).