|  |  |
| --- | --- |
| 1. **NAME** of the resource / tool
 | **Responsibilities of a Team Leader** |
| 1. **WHAT** is the purpose of the resource / tool?
 | This is a tool to share team leaders to clarify their roles and responsibilities during the trip. |
| 1. **WHO** developed the resource / tool? (If it was adapted from an existing document, please include a citation for the original source.)
 | Capacity Builder Araceli Simeon |
| 1. **HOW** should the resource / tool be used?
2. *What circumstances are ideal/appropriate?*
3. *By whom and when?*
4. *Is a particular skill set or special preparation needed?*
 | 1. Team leader responsibilities are best assigned when delegates or a group of participants to an event.
2. All team leaders receive and review a copy of their responsibilities when they sign up for the role, before the trip.
3. It is helpful if leaders know the team they are leading, for teammates are more likely to respond to requests from those they know, like and/or respect.
 |
| 1. **WHY** is this resource being recommended? (What makes is especially effective or useful for community-based work?)
 | Attending conferences is a good way to build knowledge and get information, but it requires a lot of coordination with those attending the event. The idea of developing teams and assigning leaders helps in two ways: 1) It helps leaders practice their skills and help others, if needed; 2) it ensure all participants are accounted for each day of the conference. This is helpful when the group or conference is too large, or when traveling for multiple days. |

**Responsibilities of a Team Leader**

All Best Start Communities attending the conference need to select one or two team leaders. The selected team leader(s) agrees to carry out the following responsibilities during the trip:

**Before and during trip:**

* Have updated contact information for each team member.
* Have the team’s plan of action handy with assigned workshops.
* If a team member does not show up at agreed upon meeting place, call his or her number to see if he/she is okay.
* If riding bus, ensure team members are on the bus before driver departs every time the bus makes a stop and members get off the vehicle.

 **At the conference:**

* Assist team members that need help. Some examples:
	+ If anyone in the team has special needs, inquire throughout the trip if they are receiving the requested accommodations.
	+ Help team members figure out where to get interpretation services, if needed.
* Remind members at the end of each conference day the time and place where they are to meet the following day and to share any additional information provided by Capacity Builders / First 5 LA staff.
* Troubleshoot with Capacity Builders / First 5 LA staff if unsure as to how to assist a team member or if a problem arises.

**Responsabilidades de un líder de equipo**

Todas las comunidades de Best Start que están participando en la conferencia deben seleccionar uno o dos líderes de equipo. El líder(es) del equipo seleccionado estará de acuerdo en llevar a cabo las siguientes responsabilidades durante el viaje:

**Antes y durante el viaje:**

         Tener información actualizada de contacto de cada miembro del equipo.

         Tener el plan de acción del equipo a la mano, con los talleres asignados.

         Si no se presenta un miembro del equipo al lugar acordado de reunión, llamar al miembro a su número para ver si él o ella está bien.

        Si viaja en autobús, asegurar que los miembros del equipo están en el autobús antes de partir, cada vez que el autobús hace una parada y los miembros bajan del vehículo.

**En la Conferencia:**

         Ayudar a los miembros del equipo que necesitar ayuda. Algunos ejemplos:

o Si alguien en el equipo tiene necesidades especiales, pregunte en todo el viaje si están recibiendo el apoyo solicitado.

o Ayudar a miembros del equipo averiguar dónde obtener servicios de interpretación, si es necesario.

         Recordar a los miembros al final de cada día la hora y lugar donde necesitan estar el siguiente día y compartir cualquier información adicional proporcionada por los entrenadores o Capacity Builders / personal de First 5 LA.

         Solucionar problemas con entrenadores o Capacity Builders / personal de First 5 LA si no está seguro acerca de cómo ayudar a un miembro del equipo o si un problema surge.