

## TEAM MEMBER POSITION DESCRIPTION

### General Description:

Priorities of projects will be guided by the Strategic Plan adopted in 2003, under the auspices of the Board of Directors. Coordination, communication, and calendaring of projects will be managed by the President's Cabinet, which consists of the President of ALDE and each Team Leader. A Team Member may serve on a task force or a committee within the Team. The purpose of the Team structure, utilizing task forces as much as possible, is to **multiply** member involvement and to be **nimble** and **responsive** to the needs of the membership and the organization.

### Definitions:

- A task force is distinguished as being more narrowly focused on a specific task with a designated, specific, and short timeline. While focused, the scope of the project is sufficiently large so that it needs the full attention of the task force members.
- A committee takes on more ongoing and sustaining work. A committee may be assigned several projects, which, while focused, are sufficiently small in scope so that a committee may give attention to several projects at once.

### Team Structure:

The membership size of a team may fluctuate according to the number of projects and tasks being undertaken by that team in any given year. Projects and tasks will be assigned either to a task force or to a committee.

Each task force or committee will have a chairperson. The chairperson not only works with that particular group, but also works closely with the Team Leader and the other chairpersons within the Team.

The Leadership Development Team will designate ALDE members to serve on the task forces/committees assigned to a Team. They receive suggestions of people via self-nomination, suggestions by other ALDE members, or by an initial group proposing a task force. A Board member and/or a staff member may or may not be appointed to serve with the task forces/committees, but will be in close contact with the Team Leader and the Team chairpersons.

### Responsibilities:

1. Plan the steps necessary to complete the project assigned to the task force and/or committee.
2. Participate in regularly scheduled meetings of the task force/committee, which are normally conducted via conference call. Additional work may be needed between meetings. Reimbursement for meeting expenses will be limited normally postage and telephone. All other expenses related to the project should be developed into the budget request.
3. Develop a budget of the project.
4. Submit reports to the Team Leader at least one month before the President's Cabinet meetings. Reports should include any specific actions needed by the Cabinet (if related to communication, coordination, or calendar) or by the Board (if policy related).
5. Communicate any issues and concerns to the Team Leader, President, and/or Executive Director.

### Time Commitment:

Task forces may meet 5-6 times a year, via conference calls, with additional activity occurring between calls.