Team Year-long Responsibilities

1. Work with eboard/staff to understand the importance and relevance of relationship building for your work.

2. Consistently having a pulse on whether the spaces that GlobeMed create are inclusive, respectful place for anti-oppressive dialogue.

3. Keep high-level watch on chapter dynamics and potential tension. Help mediate conflict about eboard/staff as necessary.

4. Plan staff retreats each quarter/semester. Work with Co-Presidents to plan eboard retreats each quarter/semester.

5. Work with Co-Presidents to plan the social component of a new member orientation process.

6. Coordinate weekly meeting activities that allow staff members to get to each other better, and have more fun during meetings.

7. Schedule monthly social activities that create opportunities to build relationships outside of meetings.

8. Encourage network interaction through regional retreats, Hilltops, Summit, and the alumni mentorship program.

9. Encourage partnerships with other student organizations to ensure a stronger campus community— social justice groups or not!

10. Encourage local engagement by planning activities that allow members to participate in service with local organizations, especially ones relevant to your partner organization's mission.

Hint: The best way for a group to be productive is for them to deeply understand why the others are in the room. Ensure that over the course of the first few weeks, you know names, hometowns, majors, etc. Create spaces for everyone to share their identities and be careful to not make assumptions about your fellow GlobeMedder!

Resources:

▸ Resource on Setting Group Norms

Hint: Building community is something Universities often have resources for as well. Look into any facilitation, mediation, inclusion or team building trainings or expertise so that you can take advantage!

Month-by-month Check List
(Check off each month's responsibilities as you complete them!)

August
- ☐ Get acquainted with chapter Google Drive
- ☐ Team structure
    - ☐ Define team roles
- ☐ Set dates for: Fall eboard retreat, Fall staff retreat
    - ☐ Start planning for eboard retreat
- ☐ Plan welcome back meeting to intentionally reestablish chapter culture / ground rules at the beginning of the year & celebrate everyone's return to school!

September
- ☐ Work with Co-Presidents to plan new member orientation around group norms and plan to create spaces for new members of the community to share their stories
- ☐ Talk to eboard about importance of community building within chapter
- ☐ Plan + Execute monthly CB event / weekly portion of meeting
- ☐ Execute staff retreat (Aug-Sept)
- ☐ Execute eboard retreat (Aug-Sept)
- ☐ Alumni touch point
    - ☐ Reach out to regional alumni to invite them to chapter activities
    - ☐ Work with communications to send beginning of the year email update to ALL alum
- ☐ Reach out to any regional chapters to set a date for a inter chapter mixer

October
- ☐ Plan + Execute monthly CB event / weekly portion of meeting
- ☐ Checkpoint: Does everyone know every staff member's: Name, Class Year, Major, Hometown?
- ☐ Check in with National Office / Co-Presidents for HillTop dates. Encourage students to attend!
- ☐ Work with Communications to generate ideas for chapter gear + plan what options will be available. BE AWARE of any financial barriers this presents and structure solutions.
- ☐ Consider mentorship programs that connect eboard and staff members.
- ☐ World AIDS Day is Dec 1! Start to ask other student groups what events might be in the works and develop ideas to support one another.

November
- ☐ Plan + Execute monthly CB event / weekly portion of meeting
- ☐ Circulate quick survey / facilitate group discussion to assess how chapter community & norms are feeling
    - ☐ Identify areas for growth and pivot programming as needed
- ☐ Plan end of the year party to celebrate a semester of great GlobeMedding!

Month-by-month Check List

(Check off each month's responsibilities as you complete them!)

December

- ☐ Plan + Execute monthly CB event / weekly portion of meeting
- ☐ World AIDS Day!
- ☐ Summit applications released - Encourage chapter members to apply
- ☐ Set dates for: Spring eboard retreat, Spring staff retreat

January

- ☐ Plan + Execute monthly CB event / weekly portion of meeting
- ☐ Work with Co-Presidents to plan any spring new member orientations to establish group norms. Plan to create spaces for new members of the community to share their stories
- ☐ Add new members to internal Facebook group
- ☐ Plan out ice breakers for this semester's meetings
- ☐ Execute Staff Retreat (Jan-Feb)
- ☐ Execute Eboard Retreat (Jan-Feb)
- ☐ Checkpoint: Does everyone know every staff member's: Name, Class Year, Major, Hometown?

February

- ☐ Plan + Execute monthly CB event / weekly portion of meeting
- ☐ Begin gathering E-board transition materials
- ☐ WDSJ

March

- ☐ Plan + Execute monthly CB event / weekly portion of meeting
- ☐ Finalize E-board transition materials

April

- ☐ Plan + Execute monthly CB event / weekly portion of meeting
- ☐ E-board Retreat (old + new)
- ☐ GlobeMed Summit
- ☐ Plan end of the year celebration + senior send off!

May

- ☐ Plan + Execute monthly CB event / weekly portion of meeting
- ☐ Team evaluations

June

- ☐ Annual Report