Article 1. Introduction. This document sets out the responsibilities of a Team Leader of a Team or Working Group of Joomla! and aims to provide a helpful resource to assist them in their role. For clarity we have chosen for a bulleted format rather than a verbose description.

Article 2. Responsibilities.

Organisational

- Read all board reports and motions to keep informed about changes that may affect the team, any queries to be discussed with the Department Coordinator
- Organise monthly meetings at a minimum, and bi-weekly meetings where necessary, unless agreed otherwise with the Department Coordinator
  - Define a regular schedule for team meetings, taking into account the differing time zones of team members
  - Prepare an agenda at least 7 days in advance of the meeting so that team members can populate it in the days preceding the meeting
  - Send out Google Calendar invites for the meeting at least 7 days in advance to the team's Google Group
  - Hold the meeting using Google Meet for audio/video meetings or Glip for text meetings
  - Write up meeting minutes and following the team's approval, post them on the reporting section of the team's profile on the Volunteer Portal within a few days of the meeting
- Attend the department meetings
  - Populate the appropriate section in the agenda at least 24 hours before the meeting, for all information available at that time
  - Raise any queries or discussion points from the team
  - For any significant or critical information, do not wait for the meeting and instead notify the Department Coordinator immediately
  - If the Team Leader cannot attend the meeting, the Assistant Team Leader should attend instead
- Prepare and submit a yearly budget for the team to Department Coordinator ahead of the financial year (July - June), listing the known fixed expenditures (e.g. service renewals), projected incomes (e.g. sponsorships) and expenditure requests (e.g. holding a team sprint)
- Organise budgetary spending; must be approved in advance by Department Coordinator
- Plan and organise any eventual team sprints or attendance at events
- If any motions are to take place:
  - The motion must be seconded by a team member before voting can commence
  - All motions to have three options for voters: For, Against, Abstain
  - Once seconded, voting can take place in one of the following ways:
    - During a team meeting, if the motion is present on the agenda at least 24 hours before and a majority quorum (greater than 50%) of team members with the right to vote is present or via proxies
Outside of a team meeting to be conducted over email with a maximum one-week timeframe for response, team members who don't respond will be recorded as having abstained from the vote
  ○ Voting can be anonymous if necessary
  ○ A motion is passed if the majority of the votes (greater than 50%) are in favour
  ○ The Department Coordinator may choose to increase the majority quorum requirement to a 2/3 majority as deemed necessary, to also/better factor in the minimum number of voters and abstainers - such changes will be documented and reported to the board
  ○ Inform the Department Coordinator of the motion and its results so that it can be added to the official motion registry on behalf of the team

- Liaise with other teams and departments as necessary to aid the team's work and goals
- Handle the handover to the next Team Leader in case of succession, as detailed further below
- Manage team's resources and request/arrange access where necessary (including, but not limited to: Google Group, Google Drive, Github, social media, Glip, email)
  ○ All documents, sheets, files, data etc should be kept in the team's official folder in the Department's Google Drive and never in personal accounts
  ○ Access to the team's Google Drive folder should be done via the team's Google Group
  ○ Official policies must always be followed for all resources and tools

Team Members and Contributors
- Appoint an Assistant Team Leader from within the team
  ○ If the Team Leader is not able to attend a meeting, they should ensure that the Assistant Team Leader is able to represent the team and has the necessary resources to do so
- If the team has an official website, appoint a member of the team to join the Webmasters Team and ensure that this member is following all defined changes, rules and policies from the Webmasters Team
- Ensure that the team's profile on the Volunteer Portal is kept up to date with team description, current members, available roles and contact information
- Ensure that at least two members of the team are able to complete any critical tasks or operations so that a fallback is in place
- Provide support to all team members and contributors and thank them for their work and feedback
- If it would help the team achieve its work, request that a member of another team to join this team as a liason
- Delegate work within the team as appropriate
- Ensure that all team members:
  ○ Are attending the team meetings every month, unless excused or agreed otherwise and are populating the meeting agendas
  ○ Are actively participating in the team's work and helping it achieve its goals
  ○ Have the necessary tools and resource access to participate in the team's work
  ○ Inform the team leadership of any periods of unavailability or additional availability
- Ensure that all team contributors are participating in the team's work
• If a member or contributor isn't participating in the team's work at the required levels, arrange a chat with them to find out the reason and see if it can be resolved and explain that their membership could be downgraded / revoked if participation levels don't improve.
• Depending on the composition and the work of a team, a team can decide to have subteams to work on a specified task to support the work of the parent team.

Onboarding / Offboarding

• Team member / contributor onboarding
  ○ Exchange communications or arrange an informal chat to see if the potential volunteer is a good fit for the team and has the required time, skills and knowledge
  ○ If the volunteer is to join the team
    ■ Decide if the role is that of a contributor or member
    ■ Inform the Department Coordinator
    ■ Request official email account creation via OSM Secretary (members only, not contributors)
    ■ Arrange for any necessary accesses (including, but not limited to: Google Group, Google Drive, Github, Glip, email)
    ■ Provide training for the role
    ■ Provide support to the new member / contributor
    ■ Update the Volunteer Portal and ensure that the member has populated their address details as required by the bylaws
  ○ If the volunteer will not be joining the team
    ■ Inform the Volunteer Engagement Team of the discussion and invite them to contact the volunteer to see if they would be a good fit with an alternate team

• Team member / contributor offboarding
  ○ Enquire as to why the volunteer has chosen to leave the team
  ○ Thank them for their time as part of the team
  ○ Update the Volunteer Portal
  ○ Inform the Department Coordinator
  ○ Inform the Volunteer Engagement Team
  ○ Remove their access to all team resources and accounts, including the team's Google Group membership
  ○ If they are not a member of any other teams, arrange for the removal of their official email account

Communications

• Liaise with other teams and/or departments as necessary (e.g. if graphics for marketing are needed the team should contact the Marketing Team)
• Monitor the team's official accounts regularly and aim to respond within 48 hours to anything requiring a reply, delegating within the team as appropriate (e.g. social media, email, Glip chats, etc)
• If a public Glip chat for the team exists, actively monitor what is happening there and participate in conversations
Election Cycles

- Team leaders’ terms last for one year
- Elections should be held in advance of the term expiring, it is suggested to use the following month long schedule:
  - Announce election and invite people to submit nominations (time limit 1 week)
  - After one week, publish anonymous ballot and send to active team members (time limit 1 week)
  - After one week, voting results are announced, and handover period begins (time limit 2 weeks)
  - After two weeks, new team leader is officially in place

- Onboarding / Offboarding transition
  - Hand over the role and responsibilities to the newly elected team leader
  - Provide access to the new team leader for any necessary resources, e.g. Glip admin, documents, email addresses, social media accounts etc
  - Ask the new team leader to revoke any permissions to the outgoing team leader that are not granted to team members / contributors

Article 3. **Supporting bodies.**

- Assistant Team Leader
- Department Coordinator
  - Assistant Department Coordinator
- Volunteer Engagement Team
- OSM Board of Directors

Article 4. **Resources.**

- OSM - Teams & Membership
- Board of Directors Meeting Reports
- Joomla! Volunteers Portal - Home of the Joomlers!
- Joomla! Volunteer Engagement Team (VET) Official

Article 5. **Order of Precedence.** In case of conflict between the provisions of this Policy, the order of precedence for conflict resolution in descending order shall be as follows:

1. Bylaws, including
2. amendments; and
3. the Policies.

This policy has been adopted by the Board of Directors of Open Source Matters, Inc. with the motion #2020-072 on May 21, 2020 and is published under the Policies section of the organization's website.