

# Short and Snappy – CLTs: How to Function as a Team

## Objective

The goal of this Short and Snappy is to get the Community Leadership Team working together, as a cohesive team, such that they can improve their productivity.

This should be done at the beginning of the membership year or at Annual Leadership Summit.

## Length

20 minutes

## Materials Needed

You CLT Team Agreement

## Information to Share / Collaborative Discussion

Understanding your position and how to collaborate or overlap with others:

1. Each person should read their official position description (provided by GSU when you first take on your position).
2. After reading the official position description, each person should say why they are enthusiastic about that particular position, and what they feel their specific responsibilities are within your specific community.

Discuss the importance of a team agreement:

- Sets expectations for accountability
- Sets procedures for when those expectations are not met
- Avoids misunderstandings and conflict that may arise from individuals feeling overworked or underappreciated.

Create your team agreement. Make sure to include the following:

1. Specific expectations for each role (based on what was shared earlier). This may include expectations for supporting and helping others on the team, if they are struggling to complete projects or duties.
2. Time commitments (e.g. meeting plans and yearly schedule)
3. Expected conduct for when/if conflict arises.
4. Procedures for what to do if someone is unable to fulfil their position expectations.
5. Define how often you should meet as a team only, versus as a Community (e.g. you may need to set up meetings as a team in addition to Community Meetings).

As you create your team agreement, keep the following in mind:

- People should be honest about what they are able to do and should not place expectations on others that they would not feel reasonable or capable of doing themselves.
- All items must be discussed and agreed upon by the group.

Finance Reps give the team a certain amount of time for each member to come up with a list of items they might use a budget for. Each person submits their budget requests.

Play 1-2 team-building games (see next page).

Have a follow up meeting:

- The VCR should write up and bring copies of the team agreement for everyone to sign.
- The Finance Rep presents the proposed budget, based on the budget requests received/discussed at the previous meeting, and all members of the team discuss the budget and vote on approval.

**Follow Up Activity – Do these or similar activities at each CLT-only meeting, including the two meetings explained above.**

1. A Shrinking Vessel:  
For: Creative Problem Solving  
Supplies: A rope or tape to mark a space on the floor  
Instructions: Make a space on the floor and have your whole group (or a set of smaller teams) stand in that space. Then gradually shrink the space, so the team will have to think fast and work together to keep everyone within the shrinking boundaries.
2. Marshmallow Spaghetti Tower  
For: Creative Problem Solving & Collaboration Exercise  
What You'll Need: 20 sticks of uncooked spaghetti, 1 roll of masking tape, 1 yard of string, and 1 marshmallow for every team.  
Instructions: Break into teams of 3. Using just these supplies, which team can build the tallest tower? There's a catch: the marshmallow has to be at the very top of the spaghetti tower, and the whole structure has to stand on its own (that means no hands or other objects supporting it!) for five seconds. Allow 15 minutes of building time. When the time is up, towers must be assessed.
3. Afternoon at the Races  
For: Collaboration Exercise  
What You'll Need: One pinewood derby car kit for each team, chalk for start and finish lines  
Instructions: Break into teams of 3. Have teams build and race their own mini pinewood cars. If you want, go all out and let teams create mascots and themes, and host a mini-tail gate with snacks and music.
4. GS Community Coat of Arms  
For: Team Bonding  
What You'll Need: Paper, pens, markers  
Instructions: Break into teams of 3-4. Have teams create your community coat of arms. In the first space, draw something that represents a recent achievement. In the second space, draw something that reflects your community's values. In the third space, draw something that represents where you see the community going in the future (e.g. membership growth, more events, etc.). Post the finished coat of arms in your Community Meeting space.
5. Cooperative Musical Chairs: Set up a circle of chairs with one less chair than the number of people present. Play music as players circle around the chairs. When the music stops, players must sit in a chair.  
Unlike the traditional game, the person without a chair/seat is not out. Instead, someone must make room for that person (e.g. in someone's lap). Everyone must be sitting.  
Then, remove another chair and start the music again. Players should end up on one another's laps and sharing chairs!  
Afterwards, discuss the teamwork and cooperation that it took to play the game.