



## Section Leader Expectations 2012 – 2013 Season



Students who are selected for a Section Leader position will be expected to go above and beyond the normal call of duty for the team. They should be self-motivated, mature individuals who set an especially gracious and professional example for their peers, and work to ensure that their assigned tasks are completed in a safe and timely manner. Section Leaders may achieve this expectation by striving to meet these basic guidelines:

1. **Attendance** – It is not required that Section Leaders attend all meetings to maintain their position. However, all Section Leaders should recognize that a team is a group effort, and each person's actions, decisions, and participation affect the outcome of the entire team. Section Leaders should regularly communicate with and develop a task completion timeline with his/her section in the event of extended absences.
2. **Participation** – Section Leaders will be expected to stay on-task and do one's best to keep others on task while attending Team meetings and events. Section Leaders should also make an effort to increase the level of participation of his/her peers throughout their Section and other Sections.
3. **Be a Leader** – Section Leaders should make an effort to recognize the learning styles and type of leadership required for each person in their Section, and offer tasks to complement each person's abilities. Attempt to distinguish when tasks call for leadership by doing, teaching or delegating
4. **Communication with Mentors** – Section Leaders should remain in continuous contact with the Team's Head Mentors, and inform them of any needs that their Section required. Section Leaders should also work with their Section's assigned Mentor to ensure that everyone is on the same page, gather new information and learn new skills.
5. **Duties** – All Section Leaders will be required to fulfill the following duties for each Section to which they are elected:
  - i. **Monday Design Reviews** – Section Leaders must follow set guidelines to complete a PowerPoint slide (by 5pm on Sunday) for weekly Design Reviews.
  - ii. **Section Engineering Notebooks** – Section Leaders are responsible for overseeing the compilation of a full-season Engineering Notebook and Communication Log, which should include (but is not limited to) concept drawings, test configurations and results, task lists, and a detailed records of the Section's weekly accomplishments.
  - iii. **Daily Communication Folders** – Section Leaders should make current task lists available through use of Communication Folders. Section Leaders may use these folders to request materials or information from other Sections or Head Mentors. Folders should be inspected daily, and updated at least weekly.
  - iv. **Section Leader Meetings** – Section Leaders will be encouraged to attend Section Leader Meetings on a regular basis. These meetings will be used to communicate with other Section Leaders and Mentors and set goals for the up-coming week(s).
  - v. **Setting and Meeting Deadlines** – Section Leaders will be responsible for working with mentors to set and meet deliverable deadlines for projects within their section. Deadlines will be posted on the Team Calendar, and should be regularly updated based on need.
  - vi. **Train New Members** – Section Leaders should work within their area of expertise to train new members and introduce them to the expectations and operations of the Team.

*I have read the Section Leader Expectations of the Grand Blanc High School Robotics Team, and understand that I must uphold these expectations, so long as I wish to maintain my role as a Section Leader.*

Student Name (Print): \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_