

Team Leader Responsibilities:

COMMUNICATION:

Team Leader is expected to communicate regularly with the SBC Outreach Team Committee and Project Coordinator in a timely manner with any and all information requested of them. This is of vital importance, so our office can be well informed of the team progress and status and answer questions appropriately when asked. If communication is not being maintained, the leader will receive one warning from the SBC Team Committee. If failures to communicate and respond to e-mail/phone requests are still not returned, the team leader will be asked to step out of their leadership role.

TRAINING:

Team Leaders are required to take their teams through training. Each leader is expected to report to the SBC Team Committee on their training sessions. An e-mail reminder will go out at the end of every month. Once returned completed, these forms will be filed in the team binder. If we learn that training is not taken place, team leaders will be addressed by the SBC Team Committee in order to deal with the situation and decision about team leadership.

INTEGRITY:

Team leader integrity is of utmost importance. Team leaders are an extension of SBC staff while participating on a short-term team and are required to conduct themselves in a manner consistent with biblical teachings and principles. SBC Team committee expects for team leaders to uphold to the Team Policy Standards and train their team members on these procedures. If questions of integrity arise at any time during the team process, the SBC Team Committee will address the team leader and decide on further follow-up actions.

ACCOUNTABILITY:

Team Leaders are expected to properly train and equip their team members for service on their team as well as remain accountable to the SBC Outreach Department, who will hold them accountable for reaching their 100% mark for funding. It is the Team Leader's responsibility (with the help of various committees) to lead and organize the team support raising efforts in order to reach their fundraising goals.

FINANCIAL DETAILS:

There are many deadlines that are outside of our control. One of those is financial Expenditure Request (ER) deadlines. This applies to requests for reimbursements, cash advances, vendor invoices, or direct payments. SBC Finance Office requires that all ER forms are turned in no later than 9:00am on Wednesday mornings. This means that in order for you to get a signature and Outreach to approve the form, you need to be proactive in submitting your ER requests for these items listed above. This is very important to remember when purchasing airline tickets and speaking to travel agents. Please be very clear in your communication to the agent that your checks are not cut and ready for pickup until Thursday mornings (most agencies do not have an issue with this as long as the procedure is explained up front). **All ERs must pass the desk of the SBC Team Committee before submitting them to the Finance Office.** This is done so accurate tracking of funds can be reviewed. These forms must be filled out completely when submitted to the office. (Please see a staff member in the Outreach Department if you need to be trained on how to fill this out). The forms are located in the Copy Room in the main office building.

