

The Basic System

In the new organization, there will be three main types of student-led teams:

1. Team Council

Lead by the Team Captain. This council is responsible for many of the leadership duties of the team, including communication and morale-building activities. Each Planning sub-team leader will join this council, along with representatives from Website and Animation.

2. Planning sub-teams

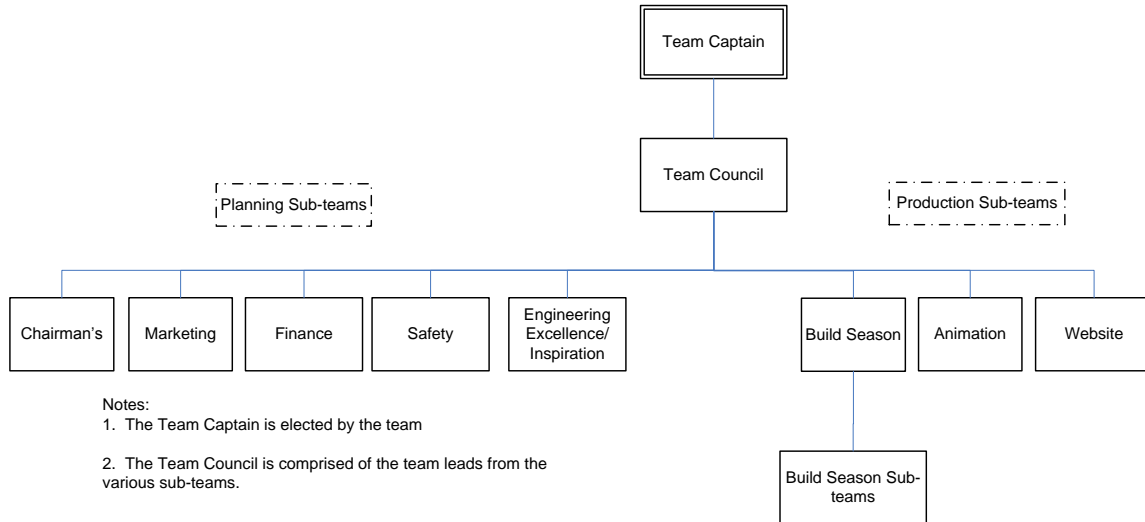
Engineering Excellence & Inspiration, Safety, Finance, Marketing, and Chairman's. Each of these teams is an oversight group. They are responsible for planning activities related to their specialization and leading the rest of the team in carrying them out.

3. Production sub-teams

These teams are actively involved in creating one of the three products of PHRED: The robot during build season, Animation, and Website. Any member of the team can participate on any number of these teams provided they are also part of a Planning sub-team.

Mentors will serve as facilitators for all of the sub-teams, with a primary mentor assigned to each. At times, the mentor might need to help teach leadership and organizational skills drawing on his or her own wealth of experience. He or she will serve as a resource for the sub-team and support the team leader.

Organization Chart



Team Captain

Student Team Leader
1 Team Member –Elected

- Team Oversight
- Team Building Activities
- Mentor Communication
- Troubleshooting

Team Council

Leadership Sub-Team
Sub-Team Leaders & Team Captain

- Team Calendar
- Inter Sub-Team Communication
- Thrice Yearly Reports

Safety

Planning Sub-Team
2 Members

- Safety Training
- Safety Records
- Emergency Planning
- First Aid
- Monitoring Team Safety at Activities

Finance

Planning Sub-Team
4 Members

- Recruiting Sponsors
- Sponsor-Team Relations
- Fundraisers
- Budgeting

Overseeing Funds & Tracking Spending

Marketing

Planning Sub-Team
4 Members

- Imagery
- Team Appearance & Behavior
- Presentations & Publications
- Community Events

Engineering Excellence & Inspiration

Planning Sub-Team
5 Members

- Oversees Build Season
- “Integration” between Build Sub-Teams
- Team Learning Workshops
- Organizing Robot Maintenance

Inventory

Chairman’s

Planning Sub-Team
5 Members

- Chairman’s Submission
- Team Yearbook
- Documentation
- In School Recruitment
- Community Service
- Team & School Appreciation

Build Team

Production Sub-Team
Any Team Members

- Creating a Super-Powered Robot
- Attending Safety and Technical Learning Activities

Website

Production Sub-Team
Any Team Members

- Updating the Team Calendar
- Team Communication
- Building & Improving the Website
- Representative to Team Council

Animation

Production Sub-Team
Any Team Members

- Creating an Awesome Animation
- Representative to Team Council

Chairman's

Planning Sub-Team
5 Members

- Chairman's Submission
- Team Yearbook
- Documentation
- In School Recruitment
- Community Service
- Team & School Appreciation

Yearly Calendar:

Month	EEI	Safety	Finance	Marketing	Chairman's
January	Build Season	Build Season	Build Season	Build Season	Build Season
February	Build Season	Build Season	Build Season	Build Season	Build Season
March	Competition	Competition	Competition	Competition	Competition
April			Appreciation		Appreciation
<i>Reports</i>					
May			1 Fundraiser	1 Event	Recruitment
June	Education	Training	<u>Budget</u>	1 Event	Appreciation
July				3 Events	Community Service
August			Fundraising		Community Education
<i>Reports</i>					
September	Education				Recruitment
October			<u>Budget</u>	Image Campaign	Community Service
November	Pre-Season	Pre-Season	Pre-Season	Pre-Season	Pre-Season
December	Inventory	Training			Lego-League
<i>Reports</i>					

Tuesday Team Meetings

5-20 Minutes

- Sub-Team Updates & Requests
- Mentor Updates & Requests

Rest of Meeting

- Sub-Team or Mentor Planned Activity
- Fun Projects

Once Monthly

- All Planning Sub-Teams Meet