

## **Instructions for Gathering a Team**

Having a small core team of 5-7 people will make your project more collaborative and help win support from key people or groups in your community. It will also give you a sounding board and potentially some extra hands to help as you move through the process. This page will help you identify who to invite on your team, what roles they can fill, and how to recruit them.

### **Who should be on your core team?**

Intentionally building a team that is equitable and representative of the whole community is the foundation of the ERB. Every community will look different as far as size, capacity, and make-up of the team but some roles that need to be delegated are included below.

Try to invite people from diverse backgrounds and perspectives, but who you think will work well together so you can accomplish your goals. Importantly, they should have the time and interest to be active contributors since these are the people you will work with most closely throughout the process.

Start with identifying a few leaders of key community organizations, representatives from city departments such as emergency management and city planning. Think about who could provide expertise in specific areas such as local culture, disaster trauma/mental health, infrastructure, natural environment, etc. Also think about who might be helpful in collecting community data.

### **Team member roles**

The following list of roles are recommendations to get you started. The list is not necessarily exhaustive of every role you may need, depending on what you want to get done. You may add or subtract roles. Note that each of these roles may be filled by a small group of people working as a team rather than by a single individual. Similarly, a single person may perform multiple roles within the team.

- Project Leader
  - Guides the project and helps keep the focus on the goals. This member serves as the project champion internally and externally. This person serves as the meeting facilitator ensuring meetings stay on track, each member has an opportunity to speak, and the group is working toward meeting the goals for the community.
- Project Manager
  - Admin, on track, budget
- Community Organizer

- Engages with community, builds trust with community
- Communication Lead
  - Communicates with community
- Subject Matter Experts
  - Trauma informed professional
  - Technical skills: waste, water, infrastructure, etc
- Data Manager
  - Manages technology and data

### **Team Recruitment**

Set up a phone/video call with the team members you'd like to invite to describe your effort and gauge their interest in participating on the team. Once you've assembled your team, arrange an initial "get to know you" call. As part of this exercise, invite team members to share their stories or experiences with mitigation, preparation, response and/or recovery to a disaster event. See [Ch1 Storytelling exercise](#). Make note of any language and/or terminology that members use to describe the circumstances and actions taken as you listen. Aim to understand your members' unique perspectives and what values they bring.