



# OpenIDEO Chapter Leadership Roles

This toolkit will help you get started with building a leadership team for your Chapter.

# Successful Chapters have diverse and collaborative teams of leaders.

It's more fun, creative and innovative to have a group of people building a Chapter. You're better set up for success and impact. You're able to learn from each other and are more resilient through challenges and failures. This work is hard and that's why building a team is important—together is better.

We strongly encourage each Chapter to build a team of Organizers to ensure the sustainability of the community. The roles provided in this toolkit are just recommendations. Ultimately, you should decide what roles make the most sense for your community. Be creative about who joins in.



# Our Suggested Leadership Roles



## Community Designer

Building a Chapter requires a mix of hustle, community building and entrepreneurial flair. This person is focused on building real connections. You believe in belonging and supporting communities to act.

This person is the main contact for their OpenIDEO Chapter. They coordinate the leadership team, plan events and retreats, and spearhead recruitment and on-boarding. They're strong community builders and have a large network.



## Design Guru

Chapters use human-centered design to collaboratively solve tough social challenges. This person is at the heart of the city's design scene and can bring human-centered design into projects and events.

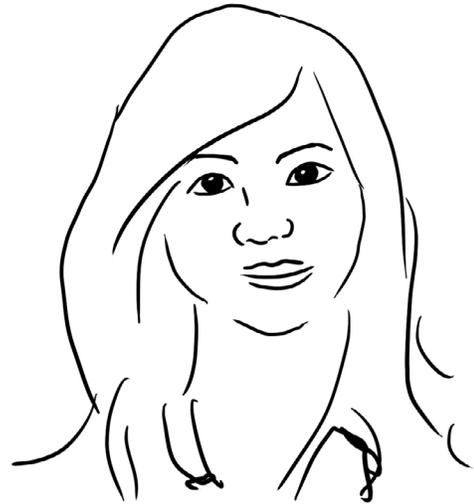
This person has experience facilitating human-centered design workshops and integrating the methodology into social change efforts. They're very fluent in the process and familiar with IDEO and OpenIDEO. They have professional experience using human-centered design in various capacities.



## Storyteller

Storytelling is at the core of building strong communities and articulating the impact you're co-creating. This person is always telling stories, tapped into the world of social media and feels a camera is an extension of their arms.

This person is the voice of your Chapter. They bring excitement and inspiration to your Chapter through visual storytelling, and share what's happening locally to the rest of the global community. They're probably a digital rockstar and have hobbies like photography or writing.



## Partnerships Lead

The best Chapters have strong partnerships with local organizations. This person can sweet-talk the café to providing free coffee for events, get businesses to provide venue space for events, and identify organizations that could be supported by the Chapter's efforts in a particular topic.

This person is ready to forge mutually beneficial partnerships with local organizations. They're entrepreneurial and tenacious. Chapters work with partners to tackle challenges and also help grow the Chapter community.

# Deciding on Leadership Roles

 60 MINUTES

 2-5 PEOPLE

 INTERACTIVE

It's important to build a leadership team and identify the exact responsibilities for each Chapter Co-Lead.

## THIS GETS YOU:

Decide on leadership roles for each Chapter Co-Lead.

- 1 Get to know each other.** If this is the first time your team is meeting each other, create space for everyone to introduce themselves and share their journey. We recommend using this prompt: "What were the major milestones in your life that created this desire to start an OpenIDEO Chapter?" We recommend 5 minutes for each person and keeping time.
- 2 Map Individual Strengths and Weaknesses.** Each Chapter Co-Lead should do a self-assessment of their skills, strengths and weaknesses. This will set you up for success when you discuss delegating roles and responsibilities.
- 3 Decide on roles.** Have an open discussion about the roles above and what each team member is excited about. The roles we've included in the previous pages are simply suggestions. You might need a different mix of positions, or you may need a role that we didn't mention. Feel free to build what works best for you. You can also use the strengths and weakness discussion questions to help guide you through this process. The roles we offered in the previous pages are just suggestions, we know that every community and leadership team is different. We trust your collective intuition. Know that the structure of your team will change with time too.

# Strengths & Weaknesses Worksheet

## Instructions

Each person honestly reflecting on their strengths and weaknesses (10 minutes). Then, each Chapter Co-Lead presents their self-assessment to the rest of the group (10 minutes). While the presenter is speaking, people should take notes about what they're hearing. The group then discusses what they've heard (30 minutes).

## Strengths

## Weaknesses

## Discussion Questions

Which role would be fun for each person?

Are there any overlaps? How can the team support each other?

What is each person hoping to learn?

What do they have time for?

Are there any other questions or discussions that haven't been addressed?

# Crafting Position Responsibilities

 30 MINUTES

 2-5 PEOPLE

 INTERACTIVE

It's important to build a leadership team and identify the exact responsibilities for each person on the Chapter Organizing team.

## THIS GETS YOU:

Individuals who are willing to support you with time and energy to co-create a strong Chapter community.

- 1 Map out specific responsibilities for each role.** After assigning roles to each person on the leadership team, brainstorm a list of responsibilities for each Chapter Organizer. We've suggested a list of responsibilities to help you, but it's best to shape positions around the individual's skill sets and your community's needs.
- 2 Create a steady drumbeat of team check-ins.** We recommend Chapter Organizers meet as a team at least once a month to keep each other updated and to come up with new ideas to activate your community. You should also determine a communications platform—like WhatsApp, Slack or Facebook—that allows you to keep in contact with each other.
- 3 Empower your local community to step up as leaders.** Empower chapter members to take on a few-week long “leadership role” if they want to pitch an idea for an event. Giving members more responsibility and a greater stake in the Chapter helps to take some pressure off of Chapter Organizers.

# Creating Team Agreements

 30 MINUTES

 2-5 PEOPLE

 INTERACTIVE

## THIS GETS YOU:

Create a plan to keep each other accountable.

Create alignment and accountability within the team from the start, eliminating the likelihood of tension or awkward moments down the line.

- 1 Create shared agreements together.** Invite the team to explore different aspects of working together, such as work style and schedule, wellness and personal needs, communication and feedback styles. Within these areas, allow team members to discuss what's important to each of them as they relate to the Chapter. Agreements should be captured on a centralized offline or digital space that everyone has access to.