

# Leadership Expectations

- Plans up to 10 hours a week for assigned tasks
  - Every Sunday, hours are mapped out on shared Real Queens calendar
  - Assign hours for the week of, optional to assign future weeks
  - Completes assigned task by set deadlines
  - If you are not able to complete tasks reach out to leadership for adjust planning or coverage for the task
- Attends 80% of team meetings
  - Missing a meeting communicate with leadership two days before meeting
    - Staff will reach out to assigned team for another team member to cover meeting
    - Make a plan with leadership to review meeting notes and feedback
  - In emergency within two days, reach out to leadership immediately
    - Leadership will reach out to assigned team for another team member to cover meeting
    - Make a plan with leadership to review meeting notes and feedback
- Participates in organization's events
- Reviews and agrees to Real Queens Volunteer Agreement
  - Complete agreements are to be reviewed with the onboarding Volunteer and Leadership for questions to be answered before agreement is complete
- Completes tasks and job duties as presented in job description
- Communicates with leadership when time commitments or agreement needs to be adjusted
- Commits to Real Queens mission to our community and acts appropriately when representing Real Queens in both internal and public events, meetings, or communications with stakeholders