



GAP Team 2020-21

Roles, Expectations, and Code of Conduct

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Introduction: What is the Global Issues Network?



The Global Issues Network (GIN) was born out of a combination of urgency and foresight for the sake of future generations and the health of the planet. In 2003, a group of teachers and administrators at the International School of Luxembourg were discussing the challenges facing youth today. It was at this time that these same educators had been audience to Jean-François Rischard's recently published book, *High Noon: Twenty Global Problems, Twenty Years to Solve Them (2002)*. Rischard's book was a road map to solutions that underscored the urgency for immediate action. With a mission to empower young people to collaborate locally, regionally, and globally in order to create project based sustainable solutions for our shared global issues and to recognize and nurture youth empowerment.

Since its small grass roots beginning, the Global Issues Network has grown rapidly to become a region-strong global network of empowered GIN student changemakers, spanning the globe across Europe, Asia, Africa, the Middle East, North America, South and Central America. GIN continues to support and grow sustainable youth-led empowerment that now includes an active body of alumni in universities and beyond.

Our GIN students grow to become lifelong learners who understand the imperative of staying involved and taking action.

The Global Ambassadors Program (GAP) is an international course run by GIN that recruits a select group of leaders. These leaders are expected to work together using collaboration, critical thinking, and innovation, in order to build a sustainable future and expand the Global Issues Network. The Global Ambassadors Program opens possibilities for leaders to express themselves and obtain success in diverse areas.

Role Description

During the first semester, the GAP Team will be focusing on developing and polishing the GAP curriculum to launch at the beginning of 2021. Therefore, all GAP Team members will be working in development of educational content, media, design aspects. **In the future,** you will be able to apply for more distinct positions and GAP Team Departments.

Specifically, you will be:

- proceeding through the GAP Curriculum as it is
- providing feedback on the curriculum and identifying points for further development

Values of a GIN Youth Leader

→ working in teams to develop/alter/finalize the curriculum piece by piece

- Global citizenry
- Honorable leadership
- Empathetic, community-centered collaboration
- Lifelong learning
- Equitable sustainability
- Environmental justice
- Community advocacy through civic engagement

What does it mean to be a Global Citizen?

- To have a passion for creating, developing and fostering sustainable solutions within their local-global community.
- To possess a lifelong commitment to learn, grow your knowledge and understanding of one's self and our shared world.

Basic Individual Expectations

Key Skills and Qualities

- **Teamwork:** Be prepared to collaborate in teams.
- **Project Management:** Have prior experience with or be willing to learn:
 - Team management and support
 - Design & Systems Thinking
 - Task breakdown and delegation
 - Delivering with professionalism
- **Leadership:** Hold a belief in their team as capable with respect and trust; actively lead from behind.
 - Encouraging personal strengths and supporting personal challenges
- **Communication:** Actively communicate clarifications, concerns, ideas, and difficulties.
- **Flexibility and resilience:** Driven to rise to the challenge.
- **Active engagement and listening:** Interest in critical feedback, suggestions for improvement, and collaborative problem-solving

Time Management

- Must be able to dedicate an average of **4-6 hours a week** dependent on project.
 - ◆ **Grades 8-11:** Must commit to this internship for at least 3 semesters.
- Students will advocate for themselves when they feel they cannot commit to the timeline suggested.
- Students will ask clarifying questions upon delivery of assignment.
- Students will work with GIN GAP Directors and/or Department Heads to resolve commitment conflicts and create realistic deadlines.

Virtual Communication Tools

- All team members must have an active **Gmail account** to communicate within the GAP Team and with GIN Staff, as well as to receive updates, instructions, materials, tools, and resources from GAP Youth Directors. All files will also be shared through Google Drive and G Suite.
 - ◆ If you do not have one through your school network, **please create one.**
- All GAP Team members will be asked to use or create a **WhatsApp account** to join a GAP Team group chat for important announcements, collaboration, and quick communication.

Resources

→ Note: if your school does not ascribe to the use of WhatsApp, please communicate this and we will work to create systems and protocols for updating and reviewing Google Docs and emails.

→ Internet connection.

→ A computer.

→ A Google Account.

Online Meetings


GAP Team Members may be asked to meet (on Skype or WhatsApp) in small groups or with the whole team.

Time Zones

Given the international nature of our team and time zone differences, the GIN Staff will do its best to find a schedule that works for everyone as long as needs are communicated in a timely manner. We are here to support and empower you, meet you where you are, and problem-solve with you.

Attendance Policy

As a general policy, team members are expected to participate in team meetings. However, we understand that unique schedules and special



circumstances may prevent this from happening; therefore, we ask that you communicate all scheduling conflicts to the meeting coordinators as soon as possible, or **at least three days prior to the meeting.** If an absence is not communicated and explained with adequate prior notice, it will be marked and will reflect your time management skills and commitment to the GAP Team.

Late Policy

GAP Team members are expected to be punctual to all Skype meetings. This is done out of respect for the whole team's time and commitment and to keep the meeting time within the scheduled time frame. All members who join more than 10 minutes after the start time of the meeting will be marked "Late."

Applying for the GAP Team

Prerequisites

- Must be a current student.
- Must be an active member of a GIN Project Team, GIN Club or service learning project that aligns or is working towards alignment with GIN Best Practices.
 - ◆ A GIN Club is any student-led, sustained, and ongoing project dedicated to tackling one or more local-global issues.
- Must be a student in **8th grade to 11th grade**.
 - ◆ (Or the equivalent to grades 8 and 11 in educational systems outside of the American system of grade levels)
- Must be able to **commit to the time requirements** as detailed above.

GAP Advisor

- All GAP Team Members will be asked to seek out, approach and partner with an educator advisor
 - Whom you have a strong relationship and values the ethos of GIN
 - Who is willing to support you as a Global Ambassador
 - Who will be included as

- Support the GIN Global Ambassador Learning Forum
- A point of contact for GIN
- Called upon to support evaluation of GIN class participant work

Please see [this document](#) for more details on GAP Advisor Expectations.

GAP Team Agreements

Agreement

I consent to granting ownership rights to the Global Issues Network (GIN) for any and all content, materials, resources, videos or media I submit, create and co-create while learning, testing GIN materials, co-developing and working on the GIN GAP Team as part of a collective and aggregate learning community. I grant the right to edit, use, and reuse said content for nonprofit purposes including use in print, on the internet, and all other forms of media. I also hereby release the Global Issues Network, its agents and employees from all claims, demands, and liabilities whatsoever in connection with the above. As a GIN GAP Team Member I agree not to publish or disclose, or allow to be published or disclosed, any GIN materials, resources or content to

any person without the prior written authorization sent from the Global Issues Network (GIN) Directors.

I'm aware that I will be expected to share, and update when necessary, the following contact information with other Global Ambassadors and GIN Staff:

- A link to my school's calendar for the 2020-21 school year.
- First name and last name's initial.
- Grade level for the 2020-2021 school year.
- Email address.
- Skype name.
- WhatsApp Number.

GIN Code of Conduct

Self-Advocacy

- By committing to your role as a GIN GAP Team Member, you have agreed to make GIN GAP a priority and fulfill the time expectation for GAP listed above.
- You will be expected to **communicate needs and challenges** as they arise to ensure we are solution-oriented and support each other in meeting our goals successfully.
- If in the process of examining and mapping out your time you discover that you do not realistically have the time to commit to the GAP Team, or if being a GAP Team Member is not a priority, you need to **communicate this and let another student take ownership**. Being part of a team takes time and hard work. There are no shortcuts, and your efforts have a real impact so please take your commitment seriously as many people are counting on you.
- There are times where life happens and you are not able to continue, if this is the case, you will be expected to pass the torch and train another student who is interested in the role.

Communication & Language

- Students are expected to actively check and respond to their **Gmail email address.**
- In addition, students will be required to join a **GAP WhatsApp Group.** As this is a communal digital space, it is important to ensure that we are using appropriate and supportive language with one another.
- To a lesser extent, students will also be expected to use a **Skype account** for group calls and collaborative assignments.
- Determine as individuals and as a team, what **dates/periods of time one will be unavailable.**

Professionalism

- Professionalism is a reflection of how we value our work and the time and contributions of our fellow GAP Team members and GIN Staff.
 - ◆ Respect: GAP Team members are expected to treat one another with respect.
 - ◆ Honoring the time of others
- Add all new shared documents into a shared folder with editing permissions for the whole team
- Commit to centralizing and organizing all GIN Global Ambassadors Program materials in the aforementioned folder, unless otherwise stated.

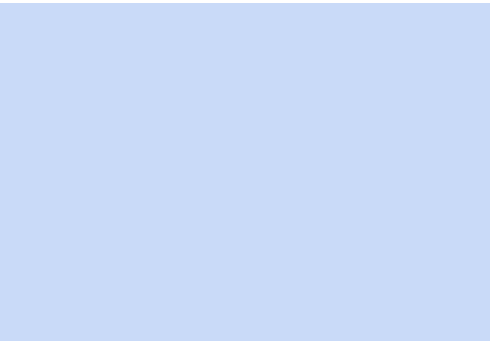
Extension Policies

Last Minute Extensions:

- Last minute extension-requests will be results of last minute happenings. Students must request extensions at least 48 hours prior to the deadlines of assignments.

Planned Extensions:

- If students are traveling or unable to fulfill their roles and responsibilities during an extended period of time, they are required to **communicate their plans with GIN Staff as soon as possible** to create a sound and supportive exit and entry strategy that meets the needs of the student as well as the team.
- If the role of students requires ongoing participation then they will train and collaborate with other students that are willing to take on their responsibilities while away and ask for a progress report upon return.
 - ◆ Students will **maintain an organized Google Calendar** that marks all running time commitments to other roles or extracurricular activities. It is critical to mark all exam, travel, or extracurricular dates as thoroughly as possible. If you are unsure what dates you are unavailable, ask your teachers, coaches, and parents/ legal



guardians in order to help you figure this out. This is extremely important to the success of your team, so make sure to track this information down as quickly and thoroughly as possible.

- ◆ Keep this updated and make sure to remind and communicate this during the course of the year prior to the dates.

In case expectations are not being met:

We ask what we can do to support them in meeting their goals. We ask them what they see as their challenges and needs. We ask them to come up with solutions that meet these self-identified challenges and needs given the very real time constraints. Simply put, we learn from what has been done in the past to figure out how to make it work in the future. We ask them to be honest about where they are within the project process, whether this is a priority and lastly, if they realistically have the time to ensure they can successfully meet their goals. If this is not a priority for them, we do not cast judgement. We, simply, ask them to create a sustainable exit strategy that allows them to pass the torch to another student who wishes to take on this leadership role and is certain this is a priority. The student is then responsible for training and bringing the incoming lead up to date with the responsibilities of their role, the action plan, progress, challenges and next steps. It may also be that the student who is opting out does not want to stop being involved but would be better suited as a GIN Intern-Special Projects Member. We recommend that students try this role on and see if as a GIN Intern-Special Projects Member they feel that they can meet the expectations, roles and responsibilities asked of them.

Guardian Permission

Guardian: Please fill out the [Parent/Advisor Permission Form](#) to inform your permission for your child to participate in the Global Ambassadors Program.

By submitting this form, you accept general liability for the participation of my child in this extracurricular activity and club identified above and that I agree to indemnify and hold harmless the Global Issues Network, its staff members, its sponsors, its governing board, and other participating agents, either jointly or severally, from and against any and all claims, costs, or causes of action that may arise in connection with this activity.

If at any point you would like to reach out to us, please feel free to send an email to:

→ beginow@globalissuesnetwork.net