Amendment I: Duty of FYP Associates, Assistants, Members & Operational Guidelines

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Proposed Date: 09/30/2024 Ratification Date: 10/07/2024 Version: 1.0 Author: Joanna Fang

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Related Documents:

- FYP Governance Charter, Article III: Organizational Structure
- Code of Conduct, Section IV: Member Responsibilities

Background & Purpose: This amendment establishes clear operational guidelines for FYP Associates and introduces the rotating Operation Manager role to ensure sustainable leadership and accountability within the organization.

Summary of Changes:

- Establishes 4-week rotation for Operation Manager position
- Defines task management and accountability system
- Introduces strike system for dependency management
- Clarifies operational participation requirements

Implementation Timeline:

- Immediate Effect: OM rotation system
- Full Implementation By: 11/01/2024

Article I: Operation Manager Role

1. Rotation: The Operation Manager (OM) position shall rotate every four (4) weeks among active FYP Associates to share leadership responsibilities. There exists one fixed OM that does not rotate to ensure smooth operation.
2. Duties of the Operation Manager: The OM shall be responsible for:

- Run operations with the fixed OM (current: Joanna Fang)
- Lead weekly standups
- Host office hours (when needed)
- Handle operations-related communications
- Tracking and updating SMART goals and tasks as discussed in meetings.
- Monitoring and managing task dependencies to support collaborative efforts.
- Assigning tasks based on current capacity and availability.

4. Task Status Updates: Each Associate shall be responsible for maintaining and updating the status of their assigned tasks. Task status should be communicated to the OM as complete, incomplete, or revised before the due date. Unreported tasks by the due date will be marked incomplete.

Article II: Meeting Task Management

1. Responsibilities of the Operation Manager in Meetings:

- Keep meeting records
- Maintain a record of all action items using a SMART to-do list approach.
- Assign tasks to individual Associates based on availability and capacity.
- Track task dependencies and address any potential blockers.

2. Responsibilities of FYP Associates:

- Each Associate is required to actively manage and update the status of their tasks.
- Failure to communicate task status to the OM before the due date will result in the task being recorded as incomplete.

1. An extensions needs for task completion should be notified to the OM at least 24 hours prior to the deadline.
2. In case or extenuating circumstances, extensions will be given at the discretion of the OM and extension is required for a task that is due in less than 24 hours.

Article III: Dependency Management and Strike Policy

1. Accountability for Dependencies:

- Associates are responsible for tasks and any dependencies assigned to them. If an Associate’s incomplete task affects other members' progress, both the task owner and affected member(s) will each receive one (1) strike.

2. Strike Accumulation and Consequences:

- Strikes are cumulative over the calendar year.
- Any Associate accruing three (3) strikes shall be subject to an intervention process to address the challenges and support the Associate in fulfilling their responsibilities.

- After intervention, any Associate receiving two (2) additional strikes shall be required to participate in a disciplinary hearing.

3. Disciplinary Hearing Outcomes:

- Depending on the severity of the offence, the outcomes of the disciplinary hearing may include:
  - Downgrade in role status (e.g., from Associate to Assistant).
  - Assignment of a probationary period with specific performance goals.
  - Suspension from certain organizational activities.
  - Possible removal from the organization.

Article VI: Operational Participation Requirements

1. Meeting Attendance:

- All active Associates are expected to attend at least one (1) standup meeting each month.

2. Voting and Deliberation:

- Associates shall participate in organizational voting processes and deliberations, contributing to group decision-making when active.

3. Rotation in OM Role:

- Each Associate shall serve as the OM according to the set rotation schedule, contributing to a fair distribution of leadership responsibilities.

Article V: Growth, Accountability, and Conflict Resolution

1. Personal Development and Reflection:

- Associates shall commit to ongoing personal development and reflection to foster continuous improvement in their roles.

2. Conflict Management:

- Associates are expected to resolve conflicts using respectful, nonviolent communication, prioritizing constructive feedback and maintaining an emotionally safe environment.

3. Peer Support and Mentorship:

- Associates shall support each other’s development and provide mentorship to new members, fostering a collaborative organizational culture.

4. Supportive Intervention:

- Associates shall be open to interventions if there is concern regarding personal well-being, as organizational support is designed to maintain wellness and productivity.

5. Transparency and Open Culture:

- All Associates are expected to contribute to FYP’s culture of transparency, encouraging open dialogue and shared understanding across the organization.

Article VI: Personal Well-Being and Boundary Setting

1. Personal Thriving:

- All Associates are encouraged to prioritize their well-being, recognizing that personal health takes precedence over organizational responsibilities. o Associates shall maintain clear boundaries to foster a sustainable balance between personal life and FYP work.

2. Cultural Values:

- Associates shall commit to authenticity, compassion, and honesty in all organizational interactions.
- Emotional and mental wellness shall be prioritized through a supportive environment that respects each member's capacity and boundaries.

Article VII: Active Contribution and Knowledge Sharing

1. Contribution Aligned with Capacity:

- Associates are encouraged to take on tasks aligned with their current interests, skills, and capacity.
- All Associates shall engage in knowledge-sharing practices, contributing to the FYP Wiki and other organizational knowledge resources as appropriate.

2. Commitment to Organizational Culture:

- Associates are expected to contribute positively to FYP’s culture of open knowledge sharing, transparency, and mutual support.

Quarterly Responsibilities: Run peer and self-reviews (January, April, July, October)

Current rotation schedule:

- Oct 25 - Nov 1 2024: Joanna
- Nov 1 - Dec 1 2024: Connor
- Dec 1 - Jan 1 2024: Sahith
- Jan 1 - Feb 1 2025: Cameron
- Feb 1 - March 1 2025: Shufan
- ...
- July: Ronit

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