

## What is an ITRC Team Leader?

The Interstate Technology & Regulatory Council (ITRC) is a national coalition focused on developing tools and strategies to reduce barriers to the deployment of innovative environmental technologies. ITRC Project Teams develop documents, training, educational tools, and other resources to fulfill our mission.

Each ITRC Project Team is led by at least two Team Leaders (TLs) and supported by an ITRC Program Advisor (PA) and ITRC staff. ITRC TLs must be employees of a state government agency and have the approval of their state agency and management to participate in the role. All Team Leaders are approved by the ITRC Director in consultation with the Board of Advisors, and must adhere to all ITRC governance documents, policies, and procedures for ITRC Team planning and management.

***While having technical subject matter experience is important it does not automatically translate to managing a large and diverse team.***

Serving as a TL for an ITRC Project Team requires a substantial allocation of time and energy, and strong management, communication, and collaboration skills. TLs and PAs for an ITRC Project Team must demonstrate a united team approach during the duration of Project Team.

### **What are your responsibilities?**

- Working with the Project Team PA to develop and maintain the required project work plan, schedule, meeting announcements, agendas, and summaries.
- Assigning and managing the development of deliverables, including but not limited to writing assignments and training materials.
- Supporting the Project Team's internal Subgroups and Workgroup activities.
- Managing and attending regular virtual and in-person meetings
- Ensuring team members are focused on their roles and responsibilities.
- Ensuring all project deadlines are met and deliverables meet ITRC's standards and requirements.
- Participating in planning and strategy meetings with the PA and ITRC staff.
- Recruiting and managing team members based upon needed expertise.
- Providing periodic progress updates to the ITRC Board of Advisors, Director, and staff.
- Working with ITRC staff to develop marketing and outreach materials for the team.
- Identifying potential outreach and training opportunities.

### **What are your skills and experiences?**

- Strong communication and collaboration skills.
- Management, organizational and delegation skills.
- Conflict resolution and problem-solving skills.
- Coaching and mentoring.
- Experience working on past ITRC Teams preferred.
- Experience working with Microsoft Teams to manage collaboration and communications.

If you are interested in participating as a TL or have any questions about the role, contact Charles Reyes, ITRC Director ([creyes@ecos.org](mailto:creyes@ecos.org)).

Learn more about ITRC, our Project Teams and more at <https://itrcweb.org/who-we-are/>.