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Duties and Responsibilities of Team Collaborator A team collaborator is a person chosen by group or team members to work together with other members in uniting activities and tasks to ensure that group goals are achieved. According to Task Management Guide (2011), team collaboration is “ a way to accomplish a task that cannot be done by a single person, or a task that can be finished much faster when performed by a team... it is a process when a group of persons works in a joint and coordinated manner at achievement of shared goals and delivering required results. The basic team collaboration elements are the following: team communications, team structure, and team leadership” (par. 1). Thus, as team collaborator, the duties and responsibilities include ensuring that there is smooth communication among team members, structure is clearly designated and followed and the leader (who could or could not be the collaborator) governs the overall performance of the team.

Competence and Qualifications of Team Collaborator My educational background as graduating with a Bachelors of Science and Management, in conjunction with my work experience as a paramedic, has equipped me to prepare myself for the roles and duties as team collaborator. I have good communication, interpersonal, and leadership skills that have been developed through courses taken in the academe, such as: Communication Skills for the Human Services Professional and Human Motivation, among others. In this regard, with the BSM degree where management courses predominate, the functions of planning, coordinating, organizing and controlling have been learned, practiced and applied. These qualifications, traits, and skills make me competent to assume the role of a team collaborator to ensure that all group activities, consistent with the respective member’s duties and responsibilities are relayed, monitored, and

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any ensuing problems could be addressed, as needed. Reference Task

Management Guide. (2011). Team Collaboration. Retrieved 30 May 2011.