

ROLE OF EACH COMMITTEE MEMBER

Project Leader (PL)

- Thinking of ways to promote your project/recruit new volunteers and organising this with relevant departments.
- Recruiting Session Leaders.
- Scheduling a "rota" for Session Leaders.
- Ensure all duties are being fulfilled.

Communications Officer (CO)

- Emailing new volunteers, welcoming them to the project.
- Sending weekly emails to volunteers that are "Ready to Volunteer", telling them session times, location etc.
- Telling Session Leaders who is attending their session.
- Keeping social media up date.

Shared/Interchangeable

- Session planning. Sharing completed session plan with session leaders, volunteers and VTeam.
- Helping to promote the project through stalls/lectures/society socials.
- Creating promotional material.
- Ensure project descriptions are up-to-date and relevant.

Session Leader

- Leading volunteers to & from session.
- Taking the lead during session.
- Taking attendance and sending it to PL, CO & VTeam.
- Encouraging volunteers to log hours after session.

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