

# A WEEK IN THE LIFE OF...

## A COMMUNICATIONS OFFICER

Weekend	<ul style="list-style-type: none"> <li>Retrieve details from Project Leader regarding this week's sessions – Any changes you should be aware of/tell volunteers. What is the theme? Any highlights you could use to encourage volunteers.</li> <li>Send out welcome emails to new sign-ups.</li> <li>Send out weekly email to "ready" volunteers. Make sure email includes session theme, session locations and times (not including travel). <b>DO NOT</b> include meeting time &amp; place. <b>DO</b> make it <u>clear</u> that volunteers need to reply to your email and confirm their attendance to receive this information.</li> </ul>
Week pre-session	<ul style="list-style-type: none"> <li>Respond to confirmed volunteers telling them the name of the session leader who they will be meeting, the location and the time (advise them to arrive 5 minutes early to avoid issues). Include the session plan so that they can be prepared.</li> <li>Message Project Leader and session leader (including the backup) with names of volunteers who are expected to attend.</li> <li>Send an email to confirmed volunteers reminding them that they are attending a session tomorrow. Ask them to let you know of any last minute changes (cancellations).</li> </ul>
Session	<ul style="list-style-type: none"> <li>If possible, be on call in case there are any problems on the day.</li> </ul>
Week post-session	<ul style="list-style-type: none"> <li>Send thank you emails to volunteers that attended. Remind them to log their hours if they haven't already.</li> <li>What worked well this week? Any improvements you could take on board for next week?</li> </ul>