

A WEEK IN THE LIFE OF...

A PROJECT LEADER

Roles in green are interchangeable between committee members/can be shared

Weekend	<p style="background-color: #90EE90; padding: 5px;">Develop session plan and tell Communications Officer the theme/highlights so that it can be mentioned in emails.</p> <p>Ensure that Communications Officer has sent out both welcome emails and weekly session emails.</p> <p>Check with session leaders to ensure that they are happy to do their session. Arrange a backup session leader.</p>
Week pre-session	<p>Check with VTeam whether they have the materials you need for your session. If not, email VTeam → buy them → get reimbursed.</p> <p>Ensure that both session leaders and confirmed volunteers have access to the session plan ahead of time.</p> <p>Make sure you know how volunteers are getting to the session. If VTeam is booking a taxi for you, make sure they know how many volunteers are attending at least 24 hours in advance.</p> <p>Leave resources in the office for the session leader to pick up the morning of the session. Send them message, making them aware.</p>
Session	<p>If possible, be on call in case there are any problems on the day.</p>
Week post-session	<p>Ensure that session leaders have sent attendance list to the Communications Officer, yourself and to VTeam.</p> <p>If a volunteer said they would attend and did not show up, you might consider giving them a strike (if you have a 3 strike system).</p> <p>Ensure Communications Officer has sent thank you emails.</p> <p>What worked well this week? Any improvements you could take on board for next week?</p> <p>How are overall volunteer numbers. Does your project need a boost in sign-ups? Perhaps you should think about having a stall on squares/giving a talk in lectures/talking to relevant societies.</p>