

3. ESF Starter Kit – LOCAL TASKS

This list comprises the positions within a local group. Naturally every group can decide on which positions are necessary for setting up the initial group structures – and it is possible for one person endorsing more than one position.

Local Position	Coordinator	Deputy (if applicable)
Local Coordination*		
Member Recruitment and Coordination*		
Fundraising Coordination*		
Public Relations Coordination		

The positions with an asterix * are supposed to be filled in any circumstances.

Explanation of Positions

(Naturally everyone is free to define his or her position in broader terms – just talk to your fellow volunteers about it)

Local Coordination

- Organizes group meetings.
- Is responsible for local activities.
- Is in charge of the local group's vision/mission/strategy.
- Is the local group's contact person and its representative at ESFI.

Membership Coordination

- Is responsible for local membership.
- Organizes events/activities to attract new local members.
- Sets up a team to carry out these activities.
- Coordinates the local mailing list.

Fundraising

- Coordinates fundraising activities.
- Establishes fundraising strategy.
- Opens and manages the organisation's bank account.

Public Relations

- Coordinates the local public relations.
- Is in charge of keeping in touch with local press.
- Cooperates with the ESFI 'Fundraising&Public Relations Support Group' in order to mainstream communication with external actors such as other organisations, the press etc.

In case you have questions get in touch with your ESFI contact person or the respective ESFI Support Group: www.esf-international.org.