

4. ESF Starter Kit – LOCAL COORDINATION

Congratulations, you have endorsed the position of an ESF local coordinator!

Generally, the local group is supposed to act independently. However, there are a few general ESF guidelines that should be respected in order to assure that we act as one organisation.

Three aspects are crucial for our work:

- as much communication as possible!
- as much transparency as possible!
- clear responsibilities!

Below you find some rules and suggestions that are a result of our work up to now. Comments on and amendments to this list are welcome – please contact organisational.development@esf-international.org.

General Aspects

- You should know the organizational structure of ESF International (*to come*).
- You are representing your local group at the ESFI-level and you are the contact person for other groups.
- In terms of a coherent external corporate identity the logo should be used in its current version and the ESF-letter head should be used in all external communication. You may use the official ESF logo once you are registered as a member of ESF International.
- You are responsible for communicating these rules to your local group.

Meetings

- Regular (if possible weekly) meetings are crucial for structuring and motivating your local group.
- The aim of the weekly meetings is
 - to inform about the current situation of the working groups and other issues
 - to coordinate the work in your local group
 - to involve and motivate local members
- During the meetings concise minutes should be taken.
- Minutes should be uploaded on your local wiki and sent to the members of your local group via the local mailing list.

- It is a good idea to hold concise and well-structured meetings (and, in motivational terms, to go for a drink afterwards).

Member recruitment and motivation

- One aspect of your role is to motivate the members of your group: during pleasant and well-structured meetings everyone should get the opportunity to contribute with individual propositions, comments or critique.
- Make sure that all members are involved and no one is feeling lost within the group.
- Make sure that the member administration functions well – and that all members are subscribed.

Positions within your local group

- You are responsible for ensuring that all crucial positions within your local group are taken (see: ESFI Starter Kit – Local Tasks). This is important in order to make sure that others know where to turn to.
- Naturally, one person can take more than one position.

Coordination of Working Groups

- Make sure that the working groups do not conflict with each other on the scope of their work and that they cooperate continuously.
- The coordinators of local working groups are supposed to keep in touch with their homologues in other local groups or national chapters.

ESF beyond your local group

- The ESFI-homepage and the wiki (*so far wikis are widely used within the ESF network* www.wikispaces.org – *ESFI is currently discussing the use of other communication platforms*) are the sources for keeping in touch with other local groups and national chapters. Please visit both the website and the wiki regularly and keep your local members informed.
- Normally a quick call (or a Skype-conference) is more efficient than a complicated email exchange.

Emails

- Please respond directly to emails, if possible within a day.
- In case you are really busy say so in a short notice and indicate the likely timeframe for your answer.

- In case you cannot handle an issue give notice and propose someone else who could do it instead.
- If you are not available for a certain time give notice and make sure you have an interim.

Mailing List

- The mailing list is the main communication tool. However, make sure that the mailing list is not over-used because, in that case, people tend to stop reading emails.
- In addition to the local mailing list there are specialized local working group mailing lists. This allows members to decide individually on what aspect of ESF work they want to be informed.

Wikispaces

- Wiki is our internal communication platform (www.wikispaces.org – *ESFI is currently discussing the use of other communication platforms*) – and we should use it!
- Make sure that local members use the wiki – this is the only way of ensuring that our work is transparent and efficient.
- You are responsible for ensuring that your local website is up to date (in case you do not have the resources to do so delegate this task).
- All documents, minutes etc. are supposed to be directly uploaded on the wiki.

Problems

- In case of a problem contact your ESFI contact person.
- In case there are issues with local working group coordinators talk to them and to someone on the ESFI level.
- If things are unclear don't hesitate – ask!