**List of possible tasks for LEN positions**

**Communications officer/Secretary**

* Social media – create Facebook events for monthly meetings and any actions the network is undertaking, share with mailing list
* Sending minutes after every meeting with mailing list
* Manage mailing list – set up mailing list (suggested Mailchimp for one way contact or Google Groups for conversation)
* Manage emails – reply to incoming emails

**Development officer**

Building the network reach and member base by:

* Reaching out to groups in the county
* Promoting actions through local newspapers and radio stations
* Promoting actions through PPN (when Local EN are members)

During meetings:

Minute taker and chair (suggestion: rotate these positions every month, where the minute taker from one meeting will chair next months meeting)

**Minute taker**

* Take minutes at meeting
* Type minutes up and share with mailing list or share with communications team for distribution

**Floating Chair/Host**

* Facilitate meeting and time keep. Ask for help with time keeping if needed. Use the cheat sheet for hosting meetings to help guide running order.

**Daily Treasurer**

* Looks after the day to day accounts.

**Funding Treasurer**

* Keeps an eye on possible strands for funding.

**Advocacy Officer**

* Is passionate about the cause of the group. They advocate for this cause on behalf of the group.
* Implement the groups policies and strategies

**Child Protection Liaison Person**

**Project Coordinators**

* Is assigned to a specific project and coordinates said project till the end.
* Follows up with those who have offered to assist or perform certain tasks for the project
* Checks in with those involved with the project to ensure they are happy with the work they chose, and are not running into trouble in completing the tasks.

**Volunteer Coordinators**

* Checks in with volunteers such as Project Coordinators to ensure they are happy with their work, and offer advice or to find help where possible.
* Keeps a list of projects and the volunteers assigned to them.

**Vice Positions**

* Creating a vice position for each role could help to share the load or pick up work when one person is not available.