

Convening Lead



Roles:

Collective Impact Roles & Initiatives

Represent ELAWR in community

Public Relations & Friend-raising

Marketing and Communication Oversight

Lead Convening Space Meeting

Responsibilities:

Primary contact for ELAWR with external contacts

Attend meetings or arrange alternate

Host events & Chair meetings

Oversee communication messages & content

Public speaking

Tasks:

Communicate back to ELAWR (admin) or members

Receive & review mail, communication, etc.

Collect ELAWR member input to take to meetings

Stay current on community activity and initiatives

Details:

Share minutes, take notes, inform & consult with ELAWR membership - CYPT x2, WWR x6, ?

Need to receive up to date ELAWR info

Respond to inquiries, invitations surveys

Access relevant information, updates, resources

Find/bring experts to meetings

Support for booking space, creating agendas, taking and distributing minutes, keep on time

