

# Operations Lead



## Roles:

Volunteers

Administration

## Responsibilities:

Identify volunteer opportunities

Sourcing

THanks

Provide up to date docs for website

Book meetings, take minutes, send invites

Chair meetings?

## Tasks:

Create volunteer job descriptions

Liaise with ELAWR orgs for all event

Thank you's

Fundraising

Communication with member volunteers group lead

## Details:

Source existing job descriptions

Identify number of volunteers needed

Identify event

Collects docs and passes to web person

Book meetings and minutes - not the lead, volunteer?

Chair meetings - could rotate thru leads

