



European Students' Forum



EXPLORING EUROPEAN CULTURAL DIVERSITY SINCE 1988

# TEAM ROLES & WORK



## TEAM ROLES

Organizing a Summer University is a demanding task, so you will need a team of highly motivated people in order to realise it. A good way to start working on your SU is to assign roles to the members of your team. One member can be responsible to do the public relations (PR), another to do the fundraising (FR), a third one for the social program etc. However there are some roles that all SUs need to have.

### Coordinator / Main Organiser

In your team you need to have a leader, a person who will coordinate the SU organization and be responsible for the event before, during and after. This person needs to have an active communication with all the other responsables (PR, FR, etc) and helpers and have an overview of the whole situation. The Coordinator is also the person who represents your organizing team to externals, including the SUCT.

Except of these, coordinator is also responsible for:

- drawing up a description of the SU and the program, according to the theme previously decided
- respecting all deadlines
- collaboration with the Incoming Responsible, Treasurer and Content Manager for communicating all useful information to participants
- supervising the work of other organisers.
- uploading the final Activity Report.

As a main coordinator, ask your members what they would like to help with and trust them while doing their job.

### Incoming Responsible

This member of your team is assigned with the task of preparing the participants before they come to your SU. This includes sharing important information on how to arrive to your city, what the participants need to bring with them, what they can expect from your SU, etc. It is the Incoming Responsible's task also to assist the members who require a VISA to visit your country, by providing an invitation letter to them. Their final task is to coordinate the arrival of participants during first day of the SU. Moreover, they shouldn't forget to fill in evaluation of participants, once the SU is over and also to change their participant status on webpage.

## Content Manager

The Content Manager is in charge of the program and of implementing workshops, cooperations and compulsory sessions and also, of communication with European Bodies or external trainers you invite for your SU. It can be the same person as the Main Coordinator, but we advise you to broaden your team and avoid excessive workloads for critical positions. They will be SUCT's contact person for any information regarding the program.

## Treasurer

The treasurer is responsible for making the budget, a detailed list of all expenses and incomes needed for the SU. During the SU the treasurer should be the only member that has access to the money and carefully control if expenses made are according to the budget, keeping all the invoices. After the end of the SU the treasurer has to fill in the Financial Report and upload it on SU webpage.

## Outgoing Responsible

Each local that wants its members taking part in the SU project, should assign an Outgoing Responsible. This person should explain to members about AEGEE and SU project and help them fill in their applications. After the end of the application period, the Outgoing Responsible should check all applications and approve them, if everything is in order.

**Besides these, we suggest you to have these tasks (more people for one task are better):**

**PR responsible** - "master" of social media - makes sure your SU will attract applicants (by Facebook, distributing promo materials during the events, shooting videos and so on) and later on - makes sure selected participants are tuned for upcoming SU;

**FR responsible** - collects sources (money and products) in order to make SU cheaper and nicer (check chapter about fundraising);

**Logistics responsible** - takes care of venue and transport to and from there;

**Meals responsible** - makes research on available food (restaurant vs. own cooking), takes care of participants with diets, book the restaurants/catering;

**Social program responsible** - does the research of clubs and places for parties and for alternative ways of having fun in the evenings, prepare games and co-operate with helpers on integrating participants;

**Helpers** - people who will prepare breakfast in the morning, do the "walking bus", play games, talk to participants, make good mood, run to shop if needed, ... You need them!

## TEAM WORK

There is a moment when you organise your first, second, third summer university and feel that you became so close with your participants as they are your own kids. You sacrifice your time, your nerves, even your personal life to make everything perfect and satisfy them and, at the same time, you are ready to kill them-all when they ask you obvious questions.

We are all perfectionists and most of us are ready to die to organise the best Summer University ever, so coffee and energisers become your best friends few days before and during the event. However, you have to remember that physically you cannot control everything and stay awake 24 hours, 7 days a week. Your health is more important than anything else. Good news: it is possible to have a rest during the SU. Shocked? ;)

### **Become a Team of Friends**

While submitting your Summer University during the winter holidays, active members already meet together to discuss the upcoming tasks and deadlines. However, even if some of them might change their plans, the team of coordinators might stay the same to give stability and continuity to the team.

During the following months, you have to make a proper teambuilding plan to boost motivation and fully integrate your team, by organizing any activity (even trips) to build the best group possible. You have to become friends, not just teammates. During the two exhausting weeks, every team member has to feel that they can rely on other team members and pass the responsibilities if needed.

### **Share & Meet**

Be sure that you and the rest of the team know the program, the changes and also the routes and the places where participants can buy food, find free WI-FI, drugstores and anything they need. What's more, do not forget to inform everyone about last minute changes.

How can you make everyone know about changes? You can send messages to a shared WhatsApp group, talk to each organiser or gather in the evening to talk about what happened during the day and prepare for the next one. Daily meetings with all organisers will take at least half an hour, but are highly effective. It is the perfect opportunity to discuss the good and bad things about the day, to complain, to praise someone and most important to motivate the team. Moreover, you can use this time for writing the program of the following day on the flipcharts.

## **The Day-Responsible**

Being the main coordinator is not easy at all. Too much to think about, too much to worry about. The “Day-Responsible” system is great example of successful delegation of responsibilities. Set an internal program with two organisers who will be Day-Responsible. They are going to follow all the program and check that everything goes according to the initial plan and counting participants to make sure than no one is lost.

## **Have a day off**

There is a moment in the middle of any Summer University when any organiser feels that he needs to take his time off. Until the catastrophe happens, it is better to give this person the possibility to spend some hours without AEGEE-people. Some organisers simply sleep (and this is recommended), others prefer to come back home and do something from their daily routine.

## **Do not discuss problems in front of participants**

There are lot of things that might go wrong exactly in the worst moment possible. And in this exact critical moment everyone needs to focus on the solution, not starting to argue in front of participants. Remember that even when you use your mother language, your face and tone of the voice will tell everything. So... Work together with your team for a solution but do not do this on public!

## **Have fun!**

The most difficult “task” for any organiser is to have as much fun as the participants! It is possible only if you have a great team! This is your summer as well... Enjoy it!