

SUMMER UNIVERSITIES

THE ORGANISING TEAM ROLES & TIPS

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Roles and responsibilities

Organising 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 Summer Universities need to have.

After creating the team of organisers, you have to assign the various roles on the basis of attitudes, ability and motivation. Within the team, every organiser should know exactly what their role entails and what they have to do. Important to know as well are the roles of the other organisers, to know who to ask for specific information, or who could they help in specific moments.

Coordinator / Main Organiser

In your team you need to have a leader, a person who will coordinate the SU organisation 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 organising team to externals, including the SUCT.

The 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.

Incoming Responsible

This member of your team is assigned with the task being in contact with the participants before they come to your SU. This includes sharing important information on how to arrive in your city, what the participants need to bring with them, what they can expect from your SU, etc. Additionally, it is the Incoming Responsible's task to assist the participants 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 the first day of the SU. Moreover, they shouldn't forget to fill in the evaluation from the participants once the SU is over.

Content Manager

The Content Manager is in charge of the programme and of implementing workshops, cooperations and compulsory sessions, but also of communication with the European Bodies and/or external trainers you invite for your SU. This should be someone else than the Main-Organiser as it is important to broaden your team and avoid excessive workloads for critical positions. They will be the SUCT's contact person for any information regarding the programme.

Treasurer

The treasurer is responsible for making the budget, a detailed list of all expenses and incomes of the SU. During the SU the treasurer should be the only member that has access to the money and should carefully check 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, information will follow at a later time where this financial report will need to be uploaded.

Outgoing Responsible

Each local that wants its members taking part in the SU project, should assign an Outgoing Responsible. This person should give an explanation to their members about AEGEE and the 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.

Optional but Recommended Roles

Besides the roles listed above, we suggest you to have these roles as well. In addition, tasks can always be divided between multiple people:

PR-Responsible - The "master" of social media. They make sure your SU will attract applicants (by using social media, distributing promo materials during the events, shooting videos and so on) and later on should make sure selected participants are up-to-date and hyped for the upcoming SU;

FR-Responsible - collects acquisition (money and products) in order to make the SU cheaper and nicer (tips on fundraising can be found in a different booklet);

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

Meal Responsible - researches the available food (restaurant vs. own cooking), takes care of participants with diets, books the restaurants/catering;

Social Programme Responsible - Prepares games and co-operates with helpers on integrating participants, and does the research for going out and for alternative ways of having fun in the evenings;

Helpers - people who will prepare breakfast in the morning, do the “walking bus”, play games, talk to the participants, keep a good mood in the group, run to the stores if needed, ... You need them!

Good Teamwork

There is a moment when you organise your first, second or third Summer University and feel like you have become so close with your participants as if 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 a 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

When you submit your Summer University towards the end of the year, the organising team is already meeting up to discuss the upcoming tasks and deadlines. During the upcoming months, you should make a proper teambuilding plan to boost motivation and fully integrate your team, by organizing any activity (even trips) to build the best team possible. Moreover, you should become friends, not just teammates. During the two exhausting weeks, every team member has to feel that they can rely on the other team members and pass the responsibilities on if needed.

Essential for creating a good team are meetings and team-building activities with the aim of getting to know the other organisers well; stimulate and enhance collaboration; build and strengthen relationships; create a climate of trust and respect among the organisers; develop creativity, listening, empathy, motivation, cohesion, integration, evaluate and appreciate attitudes, skills, potentials of individuals.

Share & Meet

Be sure that everyone in the team knows the programme, 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 these changes? You can send messages to a shared WhatsApp group, talk to each organiser or gather in the evening or morning to talk about what happened during the day and prepare for the next one. Daily meetings with all the 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 importantly to motivate the team. Moreover, you can use this time for writing the programme of the following day on the flipcharts for the participants and helpers.

The Day-Responsible

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

Have a day off

There is a moment in the middle of every Summer University when organisers may feel that they need to take some time off. Before a 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 go back home and do something from their daily routine.

Do not discuss problems in front of participants

There are a 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. Don't start 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 in public!

Have fun!

During the SU, another important element is the relationship with participants. The goal of the organisers at the beginning should be to build trust with participants and then involve the group into the various activities of SU. Lastly, the most difficult “task” for any organiser is to have as much fun as the participants! It is only possible if you have a great team! This is your SUMmer as well... Enjoy it!