



## **IPWG Board Task Division**

**December, 2011**

**(updated according to the new Task Division of Working Group ratified by Agora Skopje)**

### **Mandatory positions**

#### ***Speaker***

- Preparation of the Activity Plan with the other team members after elections.
- Preparation of the Activity Report with the other team members in the last month of the term.
- Main representation of the WG.
- Main contact person towards other bodies of the network.
- Coordination of the whole WG.
  - Keep the team together.
  - Assign tasks.
  - Ensure the Knowledge Transfer.
- Management of the WG.
  - Organise meetings.
  - Prepare the agenda of the meetings.
  - Chair online meetings.
  - Coordinate all the ongoing actions and projects.
  - Keeps track of the deadlines and the assigned tasks.
- Development of the Fund Raising strategy if needed, with the help of an FR responsible if needed.
- Search of partners when needed.

#### ***Secretary***

- Management of the internal documentation storage/ archive.
- Administration of the mailing lists.
- Administration of the WG e-mail.
- Arrangement of the dates of the meetings.
- Writing of the minutes.
- Preparation of Open Calls.
- Sending relevant announcements to the members.
- Responsible for the registration - *only for AEGEE-WG*.

### ***Human Resources Responsible***

- Recruitment of new members.
- Management of new members' applications.
- Activation of the members.
  - Welcome them.
  - Inform them.
  - Keep track of their activities.
  - Evaluate them.
- Internal management of members: database.
- Ensuring a new generation.

### ***Public Relations Responsible***

- Administration of the social media.
- Preparation of presentations.
- Management of the visual identity of the WG.
- Coordination of reports.
- Communication of reports to the network.
- Coordination of the AEGEE Fair at the Agora.
- Search for collaborations.
- Promotion of the WG.
- Administration of the website, with the help of an IT responsible if needed.

## ***Non-Mandatory positions***

### ***Local IPWGs Coordinator***

- List of local IPWGs.
- Communication with local IPWGs (including giving them thematical support).
- Co-operation with local IPWGs in direction of joint projects and activities on local and European levels.
- Monitoring of activities of local IPWGs.
- Sharing outcomes of the project with AEGEE Network.
- Promotion of the Local IPWGs project and establishing new IPWGs.

### ***Projects Coordinator***

- Work with applications for projects, including Youth in Action applications.
- Arranging of discussions on IPWG-L and IPWG-MEMBERS-L.
- Coordination of projects and activities of IPWG (debates, contests, newsflash, MEU, IPAD, helping locals with IP related topics etc.) by suggesting topics to be addressed and coordinating the projects responsables.
- Creation of new ideas for projects to run within the year.