

05 TASK MANAGER CHART

What needs to be done?	Management of social media platforms (facebook, twitter and instagram) of the organization
What skills are needed to complete the task?	Internet literacy Visualization skills (such as gif)
What responsibilities are involved?	The volunteer needs to receive a detailed orientation about the values and activities of the organization. At least 1 meeting per week
How often should the task be done?	At least once a day, 1 hour per day + 1 meeting per week
Who is the target group?	Funders, volunteers, potential members/founder/supporters
With whom does this need to be coordinated?	With the person responsible for the Public Relations of the organization
Where should it be done?	Online
Who will act as a support?	Previously responsible volunteers
What are the expenses?	Internet connection costs
Who will oversee the work?	External communication coordinator + Board
To whom is the task assigned?	Volunteer XY



WORKING WITH
VOLUNTEERS

Method Card 13 & 17 ■ ▨

