



PROJECT LEADERSHIP

Community Network Task Team

Position Overview:

This team will be responsible for ensuring Project Leaders are supported, connected and recognized. Support may be provided through opportunities for additional training, organizing a forum for sharing of best practices and problem solving. The team will work to build a community of Project Leaders and ensure they are recognized for their service.

Chair Responsibilities:

- Hold regular meetings sufficient to monitor and maintain the Project Leadership community needs - not less than quarterly
- Train team members, as needed

Vice-Chair Responsibilities

- Handle meeting arrangements and documentation of Team meetings/ progress
- Assist the Chair to train team members on media sources, as needed
- Prepare to assume the role of Chair

Team Responsibilities:

- Develop a working relationship with all certified Project Leaders
- Develop best practices for communicating with Project Leaders and measuring Project Leaders' satisfaction and commitment to their volunteer position
- Collect photos, video, quotes and stories of Project Leaders and volunteers at projects
- Contribute to an online repository for the sharing of best practices information
- Develop and implement strategies for recognition of Project Leaders
- Develop Q&A and discussion topics to share with the network of Project Leaders
- Deliver presentations about Project Leadership to interested organizations or audiences
- Generate content about program highlights and successful projects for public marketing

Preferred Qualifications:

- Project Leadership or Management experience
- Interest in building the capacity of nonprofit organizations through the effective engagement of volunteers
- Organized and detail-oriented
- Regular and consistent access to the Internet

Time, Length of Commitment & Training:

- Serve on the team for a period of one year or more
- Attend meetings, four or more per year
- Contribute time as needed to achieve the goals of the Team, five to ten hours per month

Impact: *You will have the opportunity to...*

- Strengthen the Project Leadership Program
- Develop an inter-connected community of volunteer leaders

To volunteer or ask questions: Contact us at 303.282.1234 or plp@metrovolunteers.org