

ANTIGONISH 2020 Foresight

Team Leaders – Roles & Responsibilities

1. Call committee meetings
2. Participate in Team Leaders Committee (Bi-monthly meetings or as necessary)
3. Work with their team to develop a work plan and meeting schedule (monthly?)
4. Develop a communications strategy for the project and designate a spokesperson(s)
5. Develop a mechanism for expanding participation from the community
 - a. Through various media
 - b. By personal contact

Team Roles & Responsibilities

1. Assess and create an action plan for the team's priority list from December conference
2. Determine which actions should be initiated or managed by the team, and which the team would monitor and report upon
3. Provide regular reports to the Team Leaders committee and the full 2020 committee as appropriate.

Project Manager Roles & Responsibilities

1. Member of Team Leaders Committee
2. Work with the Team Leaders and full committee as required
3. Manage lines of communication
4. Develop drafts of reports and communication pieces for committee consideration and approval
5. Maintain records
 - a. Information
 - b. Finances
6. Budget management
7. Website management and development (as per policy and operational planning agreements with the project participants)
8. Arrange for distribution of all media communiqués, releases, etc.
9. Any tasks and duties Assigned by the team leaders committee
10. Ex-officio member of all committees

Facilitator Roles & Responsibilities

1. Member of team Leaders Committee
2. Facilitate Team Leaders and Full Committee meetings
3. Set meeting agendas in consultation with Project Manager and team Leaders
4. Ex-officio member of all committees