

2.1 Working as a Team

If your STAR group is going to be effective and make a real difference to the lives of refugees, then you need to get organised.

As a group you'll need to:

- ★ make **decisions** that everyone can accept
- ★ make **plans** and stick to them



Knowing what to expect from each other is really important. Organising your group by assigning different roles for members will help you share responsibility and cooperate as a team.

Having a committee (or 'Exec', etc) will give the group greater stability. With different members of the group taking responsibility for different areas you are more likely to get things done. Students' Unions also usually require that there are certain elected officers in your society.

Deciding Roles

The roles that you have on your committee – and your committee size – will depend on the activities and needs of your group. The important thing is to make sure you always identify a set of tasks that need doing *before* creating a role (rather than creating a role and later finding that it isn't clear what this person is supposed to do!).

We've included some standard roles and tasks that you can consider when creating the roles for your group.

Chair/President:

- Coordinate overall activity
- Ensure group stays focused on its aims
- Support other committee members in their roles
- Act as chair for group meetings
- Communicate with the STAR national team
- Communicate with the Students' Union, other societies and external organisations

Secretary:

- Take minutes of meetings
- Write emails to members
- Manage website/Facebook group
- Support Chair/President with administrative tasks

Treasurer:

- Record donations and money raised
- Prepare any budget forms for your student's union
- Organise cash floats for stalls
- Assist volunteers to claim back expenses

Volunteering Coordinator:

- Maintain contact with volunteers and update them on project info, changes and developments
- Keep in contact with local partner organisations
- Ensure volunteers have access to the information and advice they need
- Lead on making sure the contribution of volunteers is recognized

Campaigns Coordinator:

- Make sure the group is updated on STAR national campaign info
- Coordinate group campaigning actions
- Communicate with local organisations with mutual campaigning aims
- Keep updated on local campaign events