Campus Chapters Program

Volunteer Roles and Responsibilities Working Sheet

*This document is meant to guide you in organizing, assigning and delegating volunteer roles and responsibilities, before, during and after an event or initiative. This completed document can be provided to your volunteer roster in the lead-up to the event*

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| **Volunteer Roles & Responsibilities -**  |
| *Volunteer Role* | *Individual* |  *Date, time, location* | *Expectations and additional comments* |
| Event Organization and planning | 1. |  |  |  |
| 2. |  |  |  |
| Event setup | 1. |  |  |  |
| 2. |  |  |  |
| Check-in table | 1. |  |  |  |
| 2. |  |  |  |
| Greeter, Coat Check, Mingle with guests | 1. |  |  |  |
| 2. |  |  |  |
| Event execution duties - MC, liaise with speakers, work with catering staff, etc | 1. |  |  |  |
| 2. |  |  |  |
| 3.  |  |  |  |
| Tear down | 1. |  |  |  |
| 2. |  |  |  |
| Event follow up  | 1. |  |  |  |
| 2. |  |  |  |