



## Wheat Ridge Sustainable Neighborhoods Program

### Leadership Team Roles

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**Neighborhood Name:**

**Current Date and Commitment Timeframe:**

#### Secretary

- Take meeting minutes
- Send out meeting minutes with follow up items

Name:

#### Website Manager

- Training with Program Manager about how to use/submit website forms
- Submit all project proposals on website no less than 30 days before proposed project
- Submit credit form on website no more than 30 days after project

Name:

#### Outreach Manager

- Manage social media accounts
  - Facebook page
  - Gmail account
  - Canva
  - Mailchimp/Email marketing platform
  - Send info to Program Manager to update neighborhood page of SN website
- Work with project leads on communication and outreach plans for specific events
  - When to publish on social media, how often
  - When to include in e-newsletter
- Work with Leadership Team Coordinator to ensure all outreach needs are being met

Name:

#### Leadership Team Coordinator

- Point of contact between leadership team and Program Manager
- Create agenda for leadership team meetings
- Create calendar for events and projects
- Manage project plans/timelines
- Follow up with leadership team members regarding project planning and implementation
- Work with Marketing Manager on outreach/communication needs

Name: