

Program and Participation Coordinator

	Week One (Unit Council)	Week Two (District / Region)	Week Three (Group)	Week Four
Short Term	<p>Keep a record of attendance at meetings and follow up on anyone who misses more than one.</p> <p>Support the program for this week.</p> <p>Make sure there is a Unit program for next week.</p> <p>Attend Unit Council</p>	<p>Keep a record of attendance at meetings and follow up on anyone who misses more than one.</p> <p>Support the program for this week.</p> <p>Make sure there is a Unit program for next week.</p> <p>Prepare a report for Group Council</p>	<p>Keep a record of attendance at meetings and follow up on anyone who misses more than one.</p> <p>Support the program for this week.</p> <p>Make sure there is a Unit program for next week.</p>	<p>Keep a record of attendance at meetings and follow up on anyone who misses more than one.</p> <p>Support the program for this week.</p> <p>Make sure there is a Unit program for next week.</p> <p>Prepare a report for Unit Council</p>
Medium Term	<p>Make sure programs and permissions for the next term are ready (Hassle program coordinators for event plans and A1s).</p>	<p>Make sure programs and permissions for the next term are ready (Hassle program coordinators for event plans and A1s).</p>	<p>Make sure programs and permissions for the next term are ready (Hassle program coordinators for event plans and A1s).</p> <p>Review program and make sure there is a program for all term and that region / Unit Council obligations are met. Ask for answers as appropriate. Discuss with Unit Chair and Leaders.</p>	<p>Make sure programs and permissions for the next term are ready (Hassle program coordinators for event plans and A1s).</p> <p>Make sure the program meets the standard set out in Desirable Standards for Venturer Units.</p>
Long Term		<p>Make sure there is a program for the next 12 months and inform the appropriate leaders / Unit Council members of problems or issues. Discuss with Unit Chair and Leaders.</p>		