



# The Quantum Management System

**Coordinators for Marketing, Promotions and Events**

**Volunteers & Stakeholders**

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## **Role & Responsibility**

The Marketing, Promotions and Events Coordinator is responsible for coordinating a team of Volunteers and Stakeholders in various practical activities to help promote the QMS directly to the general public via letterbox drops, shopping centre talks, stand in the park events as well as rallies and marches, including assistance with aspects of social media preparation and coverage (working with members of Steering Team).

The Coordinator will source all the Volunteers themselves and coordinate each aspect as necessary – utilising the respective core help that is offered and can realistically be given by Volunteers. The Coordinator needs to collect basic information pertaining to what the Volunteers and Stakeholders can offer – how much time they can dedicate to helping out, what day/s of the week and times they are able to be available, as well as their location. Where volunteers/stakeholders have come forward to offer physical resources for use the Coordinator needs to know exactly what is on offer and what the limitations (if any are), as well as responsibilities etc. Where financial assistance is being offered, the Coordinator needs to ensure that all ‘exact’ expenses are known prior and publicly, with all details of what such costs and expenses involve. Those offering financial assistance are to pay directly themselves, at their own behest, and such expenses are not through or to anyone else or the Steering Team – they must understand that they wear the expense themselves under their own volition altruistically and charitably.

Coordinators will not be micro-managed and will be left to take responsibility for their team in general, coordinating all aspects of the marketing, promotions and events and all Volunteers involved. Coordinator’s will be required to check-in once per week, and as necessary on top of this, with the QMS Steering Team to inform them of what is going on, being planned, how things are happening in regards to all that they are coordinating, and any other relevant business as the QMS Steering Team have 100% control and oversight on all matters regarding the QMS. The weekly meeting is a way of ensuring the Steering Team and Coordinators’ are all on the same page and know what is going on

and to stay in the loop together. This way the QMS Steering Team can offer their thanks, gratitude and appreciation for the Coordinators' work and to all those concerned in the coordinating and volunteering process.

<b>Marketing &amp; Promotions Team</b>			<b>Coordinator/Facilitator:</b>		
	<b>Volunteers – Expertise/Time</b>	<b>Volunteers– Time/Effort</b>	<b>Volunteers – Resources</b>	<b>Volunteers - Organisational</b>	<b>Volunteers – Other/Misc.</b>
<b>Letterbox Drops</b>	Designing posters and flyers, etc.	Undertaking letterbox drops in own area	Driving people to locations and picking them up	Coordinating printed resources and getting them to people	Covering costs of printing and other essential expenses
<b>Shopping Centre Talks</b>	Eloquent, confident public speakers	Helping to set up events in shopping centres, handing out flyers, talking to the public	Providing any audio, microphones or staging, and any other equipment for free use	Liaising with Centre Managements to get events happening. Research etc..	Covering any costs to secure public talks in shopping centres – fees, public liability etc.
<b>Stand in the Park</b>	Working with others to meet up, design and make banners etc. Public Speakers to speak on platform etc.	Participating in the Stand in the Park events – carrying banners, handing out flyers, speaking to public etc. Speakers.	Driving people to or from the events. On call to assist in case of emergencies.	A group leader to plan the event with all those participating, agree drop off and pick up points, what to do in emergency, who will speak on platform etc.	Covering of any costs for making of banners, flags, flyers etc. where participants are not financially secure to do so.

<b>Rallies/Marches</b>	Working with others to meet up, design and make banners, flags, flyers etc. Public speakers to speak on platform if relevant.	Participating in the Marches/Rallies events – carrying banners, handing out flyers, speaking to the public. Public Speakers.	Driving people to or from the events. On call to assist in case of emergencies.	A group leader to plan the event with all those participating, agree drop off and pick up points, what to do in emergency, who will speak on platform etc.	Covering of any costs for making banners, flags, flyers etc. where participants are not financially secure to do so.
<b>Social Media</b>	Assistance with creating memes and social media posts other than sharing of events and existing material.	Share QMS social media posts everywhere, everyday	Use of own platforms to share QMS media posts to own followers	<b>QMS Steering Team Coordinator</b>	Covering of costs associated with any social media platforms where there are financial expenses involved.

- Additional Coordinator and Volunteer roles may become evident or expanded as the journey progresses – these will be advertised as necessary.

