

## National Coordinator

### Role:

The role of the National Coordinator is to coordinate the ongoing workings of Hooked. They are the first among equals in the Coordinating Committee.

### Responsibilities:

- Support and encourage the coordinators
- Propose a strategy for Hooked, consulting with the coordinators for input, before submission to the executive committee
- Propose a budget for Hooked, consulting with the coordinators for input, before submission to the executive committee
- Organise monthly coordinating committee teleconferences
- Liaise with other trade justice organisations, such as FTAANZ and Oxfam in the development of the strategy
- Debrief monthly with FTAANZ
- Organise bi annual coordinating committee summits
- Organise quarterly teleconferences with advisory committee
- Provide member support
- Receive inquiries
- Submit quarterly reports to the executive committee
- Provide monthly reports at Coordinating Committee Teleconferences

## Campaigns Coordinator

### Role:

The role of the Campaigns coordinator will be to oversee Hooked National Campaigns

### Responsibilities:

- Oversee a development of the national campaigns calendar including managing the online campaigns calendar
- Work with the resource and education coordinator to produce and distribute materials for each campaign
- Inform state coordinators of upcoming events
- Initiate and encourage dialogue, feedback and suggestions in the planning of Hooked's campaigns
- Apply to the executive committee, via the president, for the use of funds
- Submit quarterly reports, via the president, to the executive committee

- Provide monthly reports at Coordinating Committee Teleconferences

## Resource and Education Coordinator

### Role:

The role of the resource and education coordinator will be to oversee the production of educational and promotional materials and supporting the development of campaign resources.

### Responsibilities:

- Produce new Hooked resources, as needed
- Delegate the production of resources to a variety of contributors
- Ensure current resources are up-to-date
- Keep the news section of the website current
- Update the Hooked website resource section including links to other NGO resources
- To ensure all resources have all necessary elements (e.g. references, correct usage of "Fairtrade", common editing, etc.)
- Submit drafts of FAIRTRADE Labeled resources to FTAANZ for approval
- Apply to the executive committee, via the president for the use of funds
- Submit quarterly reports to the executive committee, via the president
- Provide monthly reports at Coordinating Committee Teleconferences

## Sponsorship Coordinator

### Role:

The role of the sponsorship coordinator will be to acquire and engage with sponsors.

### Responsibilities:

- Acquire sponsors for Hooked nationally
- Monitor the status of current sponsors, communicating with them as necessary
- Manage sponsors page on website
- Distribute quarterly e-newsletter to Sponsors
- Submit quarterly reports to the executive committee via the president

## State Coordinator

### Role:

The role of the state coordinators is broadly to build up the capacity of their state to campaign for trade justice and build community

### Responsibilities:

- Facilitate emerging campaigns by responding to new Hooked affiliates in their region by helping them plan their strategy, by providing resources including introductory kit and training and by connecting them into the state and national network
- Connect with existing trade justice campaigns, or groups running a campaign
- Foster commitment to the movement through encouraging group affiliation
- Encourage Hooked affiliates, seeing what resources they need
- Organise, at the minimum, two state gatherings per year with the purpose of doing educating, planning, socialising and encouraging
- Disseminate, collect and collate the Semester Affiliate Feedback Forms, and to keep the network informed of the state's progress and of the support required
- Disseminate materials and emails distributed from the national base
- Keep the state based WebPages up to date
- Manage the state email account
- Provide monthly reports during coordinating committee teleconferences
- Apply to executive committee with budget submissions

## Website Coordinator

### Role:

The role of the website coordinator will be to ensure the smooth operation of the Hooked website as the principle communication and resource base.

### Responsibilities:

- Maintain and update the Hooked website as needed
- Monitor, edit and evaluate submissions to the website
- Provide email addresses and home pages as necessary
- Respond to queries concerning use of the website
- Deal with any problems or glitches in the website
- Link in with and create links to, other relevant websites

## Grants Coordinator

### Role:

The role of the grants coordinator is to search and apply for grants that would assist Hooked in fulfilling its strategic plan.

**Responsibilities:**

- Search for grants
- Submit findings to Coordinating and Executive Committee
- Write applications
- Work with necessary people on application development
- Submit applications to Coordinating Committee
- Manage any reporting requirements of grants received

**E-Newsletter Coordinator**

**Role:**

To develop the quarterly Hooked E-Newsletter

**Responsibilities:**

- To seek submissions
- To collate and edit
- To work with Coordinating Committee regarding content
- TO seek final approval of Coordinating Committee
- To submit completed newsletter to National Coordinator for distribution

## **Executive Committee:**

### **Role:**

The role of the executive committee will be to keep Hooked accountable to its strategy, budget and constitution.

### **Responsibilities:**

- Receive budget applications and approve expenditure
- Receive quarterly reports
- Evaluate on a quarterly basis, progress against strategy
- Approve Hooked public statements
- Have bi annual teleconferences

## **President:**

### **Role:**

The role of the president will be to oversee the workings of the executive committee.

### **Responsibilities:**

- Call executive committee meetings
- Receive budget submissions and quarterly reports, submitting them to the executive committee
- Chair executive committee meetings and AGMs
- Propose dates for executive committee meetings and AGMs
- Report on behalf of the executive committee to the coordinating committee

## **Vice- President:**

### **Role:**

The role of the vice-president will be to support the president.

### **Responsibilities:**

- To take up any of the president's responsibilities in the event that the president is unable to fulfill them

## Role of the Treasurer

To handle all financial matters pertaining to Hooked: Students for Trade Justice.

### Responsibilities

- Advise the Executive Committee regarding budget submissions
- Receive and issue invoices
- Issue cheques/ manage online banking
- Monitor the Hooked: Students for Trade Justice budget
- Submit quarterly reports to the Executive Committee
- Monitor all income

## Secretary

### Role:

The role of the secretary will be to oversee affiliations and other administrative functions related to the executive and coordinating committee.

### Responsibilities:

- Receive affiliation forms and communicate details to state coordinator
- Establish, maintain and monitor the Hooked affiliate database
- Establish, maintain and monitor a member E-list for Hooked: Students for Fair Trade, and provide individual states with their own state-specific lists
- Take minutes at teleconferences, summits and AGMS and send them to the Coordinating and Executive Committee
- Establish an elections committee and oversee the elections process
- Oversee the requirements of Hooked: Students for Trade Justice as an Incorporated Association

Copyright 2007 Hooked - Students for trade Justice.