Amend this document as you see fit! This is just a guide. Below are some example roles you may want to use, but feel free to add your own instead:

1. **Coordinator/ leader** – someone whose overall role is to make sure everything gets done, they should not be the one doing everything!
2. **Supplier or external relationship manager** – ensuring that you have local and sustainable produce for sale
3. **Logistics** – managing the day of sale, making sure that everything is in place and that it all runs smoothly. For example that there are enough volunteers on the day, setting up a float, ensuring there is a table to sell from.
4. **Marketing** – promotion of your enterprise through digital media, flyers, posters, your local newspaper/radio station, your SU channels and of course on your day of sale.
5. **Finance** – ensuring your expenditure isn’t more than your income and basic bookkeeping.
6. **Volunteer Co-Ordinator** – recruiting and inducting new volunteers, making sure volunteers feel welcome and are able to integrate into the enterprise. They can also be the social secretary.
7. **Impact officer** - role profile already created by NUS.

Role Profile: [INSERT role name here]

[INSERT enterprise name]

[Add 1-2 lines of what the enterprise is about]

Main tasks

[5 bullet points max]

Time required per [week/month]

Team meetings:

Individual:

Required at the selling event:

Benefits

[7 bullet points max that outline the benefits to the person volunteering, include skills such as communication, team working and then anything specific to the role]