

## CRow - Identifying Tasks

### Overview

To improve long term sustainability of CRow, it is the intention to share the process of identifying and running tasks between a number of individuals rather than relying on a single person:

- Task organisers will liaise with user organisations for whom CRow undertakes work to identify and agree tasks, see below.
- A task leader will be assigned to each task and will work with the organiser to ensure resources required for the task (tools, etc.) are available and will then oversee the running of the task. See Task Leader Role document for full description.
- In addition, an administrative function will undertake the creation of a risk assessment, publicise the task, etc.. See Group Administration document.

### Communication

- To facilitate communication between all involved in this process, a Google spreadsheet has been created to hold a schedule of planned tasks, user organisation contacts and potential task leaders.
- For the process to be effective and duplication avoided, it is **essential** that this document is kept up to date. Tricia will manage access.

### Task Identification

- The task organisers will be responsible for identifying tasks with the user organisations with whom CRow normally work and possibly establishing contact with new organisations (Update Google spreadsheet which changes or additions to user organisation contacts.)
- Update Google spreadsheet with potential tasks.
- When task is agreed, add to Google spreadsheet schedule. Include description of task along with other information such as special tool requirements and any details which might have implications for the risk assessment, e.g. 'having bonfire'.
  - For new sites and new meeting points, a map reference and any other information which will assist volunteers in finding the location, will be required.
  - For new sites, note any characteristics of the site which might from a risk assessment perspective, apply to all tasks at the site, e.g. 'Public Open Space' or 'Roadside Working'. See 'Risk Assessments' document for further information.
  - If we are to be paid, indicate this is the case together with how and when we should invoice for the work and whether a purchase order will be provided. See 'Payments for Tasks' document for further information.

### Tasks

- As far as is possible, we should aim for a variety of tasks at a variety of locations spread across Reading and the surrounding area.

- Where a number of tasks are agreed for a site, if possible, try to spread these over a number of weeks rather than on consecutive weeks.
- If circumstances require, we will consider non-Wednesday tasks but only in exceptional circumstances.
- Avoid tasks which might bring volunteers in to 'conflict' with the public or which could cause damage to the CRoW's reputation.

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