

DELEGATING THE VARIOUS RESPONSIBILITIES

There are several important roles and responsibilities in running a breakfast club. In order to avoid putting too much pressure on any one person, it's important to delegate the various responsibilities amongst all the committee members and volunteers. Choose roles according to the strengths and interests of each individual as this will ensure they stay motivated and engaged. Use the table below as a guideline for assigning individual responsibilities:

RESPONSIBILITIES	PERSON RESPONSIBLE
Program Coordinator	
Daily Volunteer (Food Preparation/Clean up)	
Menu Planner/ Health and Nutrition Advocate	
Grocery Shopping/ Food Orders	
Treasurer	
Fundraiser	
Report Writer	
Volunteer Management	
Community Outreach	
Communications	
Food Safety Ambassador	
Activities and Special Events	
Student Volunteer Mentor	

* For a description of the roles listed above, please see "Volunteer Roles" in the section: "Engaging Volunteers and the School Community"



AFTER THE TABLE HAS BEEN FILLED IN, CONSIDER:

- Are there any gaps in roles and responsibilities?
How can those be filled?
- Is the same person listed many times in multiple roles?
How can they be supported?