RESPONSIBILITIES OF ORMN PROJECT/ACTIVITY CONTACT

As an ORMN Project/Activity Contact, you improve the likelihood that the project/activity accomplishes its purpose when you maintain contact

with the organization with which the volunteer service is performed

with ORMN members and  
with the ORMN Projects Committee.

*With the organization with which volunteer service is performed*

o request to be on any distribution list for future activities.  
o advise the organization’s volunteer contact that you are the ORMN contact and coordinate when appropriate.

*With ORMN members*

o answer their questions about the project or activity and encourage or facilitate their involvement.

o introduce the project or activity at a membership meeting.  
o tell them whenever a volunteer service opportunity is scheduled, that it is approved for ORMN credit, what is involved (refer them to ORMN website for additional details) and how to accurately report their hours.  
o up-date them at meetings and through other communications.  
o advise them of newly-approved activities with existing projects and, if appropriate, utilize ORMN members as Activity Contacts for the newly-approved activities.  
o participate in Projects Fairs.

*With the ORMN Projects Committee*

o help it prepare the project description for the ORMN website.  
o advise it of any change in existing activities and provide additional up-to-date information as necessary.  
o submit a supplemental Project Proposal Form for any new activities with an existing project that you learn about 1) from the organization’s contact or its distribution list or 2) from an ORMN member.  
o advise it 1) when lack of volunteers inhibits meaningful progress 2) if the project should be removed from the list of approved projects/activities or 3) when the project has been completed.  
o advise it if you should be replaced as Project or Activity Contact, and recommend your replacement.