

# Vanguard - Roles, Responsibilities & Time Commitments:

## Management:

### Management Team (2 hrs per month):

- 1 hr call per fortnight
- Updates from each manager on their respective areas –
  - o Chairs
  - o Workstream Coordinator
  - o Comms Lead
  - o Membership Manager
  - o TDI Talk Lead
  - o Events Coordinator
- Action planning for entirety of Vanguard

### Chairs (1 hrs per week est.):

- Attend meetings with other Chairs - (1 hr every 2 weeks)
- Help plan strategic direction of Vanguard - activities & engagement planning (45 mins per week)
- Attend Sponsor Meeting - liaising with MoD & Industry Sponsors - John Farrow & Luca Leone (1 hour per quarterly)
- Attend the 2 Major TD-Info conferences per year and attend TD-Info Townhalls/Exec meetings when you can - (1-2 days per quarter)
- Plan and host committee meetings (1-2 hrs per month)

### Committee members (2 hrs per month est.) - :

- Attend Committee meeting (1 hr per month)
- Onboard members and manage the participation of members within your organisation (1 hr per month)
- Offer guidance to how Vanguard can offer benefits to companies

## Workstream/Projects:

### Workstream Coordinator (1 hr per week est):

- Organising the strategy & direction of Vanguard workstreams
- Updating Management team and communicating status of workstreams (1 hr per month)
- Liaise with Workstream Leads to discuss updates & issues (1 hr per month)
- Liaise with WS sponsors (1-2 hrs quarterly)

### **WS Leads (2 hrs per week est):**

- Liaise with WS sponsors - uphold relationships and undertake projects (30 mins per month)
- Attend WS meetings with members - (1 hr per month)
- Attend and give updates to WS Coordinator (1 hr per month)
- Fill in WS report & update WS information/documentation (20 mins per month)
- Project Management (2 hrs per month est. - depends on nature of project)

### **WS Contributor (1-2 hrs per month est. - entirely depends on nature of project):**

- Work depends on nature of project - usually some kind of research (primary or secondary), discussion, analysis & delivery of output (i.e. whitepaper, presentation, video, article etc.)

## **Membership Engagement & Outreach:**

### **Membership Manager (1 hrs per week est):**

- Talk to external organisations - promote and onboard members into Vanguard (1-2 hrs per month est. - time commitment per month dependant on individual availability)
- Attend & update Management meeting - (1hr per month)

## **TDI Talks:**

### **Organiser/Host (1 hr per week est.):**

- Plan topics and liaise with speakers for each TDI Talk session (1 hr monthly)
- Attend each TDI Talks session (1 hr monthly)
- Host sessions - rolling hosts?
- Attend & update Management meeting - (1hr per month)

## **Events:**

### **Events Coordinator (2 hr per month):**

- Planning and coordinating events/meals/socials for Vanguard members
- Being aware of external events which may be of interest
- Arranging field-trip/away day 1x per year

## **Comms:**

### **Comms Lead (Time dependant on roles – 1 hrs per week est):**

- Attend and update management team meeting (1 hr per month)
- Newsletter
- Social Media
- Branding

### **Newsletter Editor (3 hours per quarter est):**

- Produce and edit Quarterly Newsletter
- Liaise with contributors

### **Newsletter Contributor (1 hour quarterly):**

- Produce an article that will be interesting/educational to people in the defence sector (in particular those new to the sector)

### **Social Media Manager (1 hr per month):**

- Decide which content will go on the Vanguard LinkedIn - and when
- Send any content to the Vanguard SM Manager - for Vanguard members we can repost individuals who want a bit of self promotion or repost member company events etc.

### **Other comms stuff:**

- help with branding, website - any & all help is appreciated