

Roles and Responsibilities

Following are some roles and responsibilities in Helping Hand

Media Content Creator	Responsible for capturing high-quality images and videos that highlight the activities and impact of our organization.
Graphical Content Creator	This role involves creating visually appealing posts, compiling videos, and editing images to support our marketing and outreach efforts.
Financial Administrator	Tasked with maintaining accurate financial records, the Financial Administrator ensures that all financial transactions are properly documented.
Communication Head	As the Communication Head, one will be responsible for communicating information about our organization, including details about our Helping Hand initiatives and fundraising events. This role also involves managing public relations to maintain a positive image and foster strong relationships with stakeholders.
Social Media Strategist	The Social Media Strategist is responsible for managing our social media presence around the clock and ensure continuous 24/7 engagement with our audience.
Case Coordinator	This role focuses on handling individual cases, working directly with people in need to provide support and solutions.
Field Operations Specialist	The Field Operations Specialist actively participates in on-the-ground activities, such as drives and cases, to deliver direct support to those in need.
Logistics Head	Responsible for organizing and managing logistics for our drives, including food, ration, and juice distributions. The Logistics Head ensures that all necessary materials are procured and distributed efficiently to support our outreach activities.
Web Operations Administrator	The Web Operations Administrator manages our web application, ensuring that records are accurately maintained and the platform runs smoothly.

Guidelines

Every member should adhere to following guidelines

- Whenever a case is presented in the group, it is the responsibility of the Graphical Content Creator to finalize the post within 5 hours.
- The maximum time limit for any fundraising effort, whether it is a case or a drive, is one week.
- We will manage at least one drive (food/ration/juice) each month, preferably at the start of the month.
- After a drive is completed, it is the responsibility of the Media Content Creator to share the pictures and videos within one hour in the group.
- It is the responsibility of the Graphical Content Creator to compile the pictures and videos within one day.
- The Social Media Strategist is responsible for posting the videos and images within one hour after they have been compiled by the Graphical Content Creator.
- The Social Media Strategist must keep social media up to date and maintain activity 24/7.
- The Financial Administrator is responsible for maintaining records of the case and coordinating with the Web Operations Administrator.
- The Web Operations Administrator must add the records to the web application within one day of case completion.
- The Web Operations Administrator is responsible for updating the status of cases within one hour after a case has started.
- Every role should be taken by at least two willing members, except for the Web Operations Administrator.