Econet Administration

This document outlines the administrative function for Econet with those elements specific to CRoW highlighted accordingly.

Much of the administration currently revolves around two **Excel** spreadsheets, one relating to the volunteering and the other accounting.

The volunteering spreadsheet contains a wide range of information including:
1. Programme (both current and historic)
2. Work site information including meeting points, nearest hospital, etc,
3. Contacts (volunteers, site contacts, etc.)
4. Volunteers (CRoW only)
5. First aiders
6. Risk assessment specifications
7. Details of photo's used on the website and associated wording
8. Links to other websites

This information is used to
1. Build and maintain web pages
2. Create risk assessments
3. Create emergency contacts lists and task sheets (CRoW only)
4. Create weekly email
5. Create monthly email (Econet group update)
6. Etc..

Much of the maintenance and processing of the volunteering data is performed by code contained within the spreadsheet, where this is referred to in the following it is denoted by 'SF' (Spreadsheet Function).

Administration – Before task
1. Record details of activity
   a. Date and time
   b. Location and meeting point
   c. Short description, e.g. Coppicing
   d. Risk assessment
   e. Note if group to receive payment for work including purchase order if applicable.
2. If new site, record details including
   a. Nearest hospital
   b. Map references and postcodes for meeting points
   c. Any risk assessment applicable to site, e.g. Public Open Space, or applicable to all activities held at the site, e.g. Roadside Working.
3. Create revised programme web pages including risk assessments (SF) and copy to server.
4. Create task sheet and email to task leader (CRoW only). Task sheet lists current volunteers to simplify record attendance and includes summary of risk assessment.)

Administration – At task (to be undertaken by task leader)
1. Note attendees.
2. For any new volunteers
   a. Obtain emergency contact details.

Administration – After task

1. Record attendees noting those who have provided transport (CRoW only, for *Friends* tasks only total number is recorded).
2. Note any changes to task from that originally planned, including changes to risk assessment.
3. If any new volunteers (CRoW only)
    a. Record emergency contact detail
    b. Print new emergency contact list (for inclusion in First Aid boxes) and send copies to all holding First Aid boxes.
4. Review and edit task photo's.
    a. Record and add wording.
    b. Create and update web pages (SF).
    c. Copy new and amended web pages to server.
    d. Update Facebook.

Administration – Occasional
1. Review volunteers (CRoW only)
    a. Drop any who have not attended for a number of months (SF).
    b. Print new emergency contacts list (for inclusion in First Aid boxes) and send copies to all holding First Aid boxes.
2. Review first aiders
    a. Advertise first aid courses (particularly to existing first aider whose qualification is about to expire.
    b. Book courses and arrange payment.
3. Review risk assessments
    a. Amend where necessary.
    b. Recreate any existing assessments as necessary (SF).
    c. Copy to server.
4. Renew (pay):
    a. TCV community network membership
    b. Insurance (this includes reviewing our activities to ensure we comply with the conditions of our insurance).
    c. Website
5. First Aid boxes
    a. Arrange review (are contents in date)
    b. Order and distribute replacements where necessary
6. Tools and PPE:
    a. Order new and replacements as required.
7. Accounts:
    a. Update accounts with volunteer expenses directly arising from task, e.g. provision of transport (SF).
    b. Update accounts with other volunteer expenses, e.g. purchase of tools and refreshments.
    c. Pay volunteer expenses.
    d. Update accounts with task payments (SF).
    e. Raise invoices for task payments.
    f. Monitor payment of invoices and record these and other receipts.
    g. Reconcile accounts against bank statements.
    h. Produce annual accounts.
8. Website (in general):
    a. Review contents including links to other sites.
    b. Recreate web pages as appropriate (partly SF).
    c. Update server.

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