

# Lordship Hub Co-op

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## Interim co-ordinator task list

### Bookings

- Liaising with provisional bookers
- Liaising with Council
- Opening buildings
- Ensuring toilets and areas used are clean and clear

### Publicity

- Distributing publicity
- Social media:
  - Set up Facebook page
  - Set up TottenhamLife page
  - Set up HarringeyOnline page
  - Update and monitor Twitter and the above
- Organising a presence at local events (e.g. stall at school fetes)

### Volunteer co-ordination

- Organising volunteers through developing the Working Groups
- Organising small events (decorating tables, rooms, etc.)
- Organising attendance at local events (e.g. people to be on the stall at school fetes)

### Building set up

- Source equipment from the shopping lists
- Be to supervise work of contractors/maintenance volunteers

### Admin

- Acquire public liability insurance
- Investigate surety cover

### Reporting

- Daily log
- Attend weekly Board meetings and report back