

## Task Description Form

Name of Group:	
Title of Position	
<b>Tasks to be undertaken</b> <ul style="list-style-type: none"><li>• Detail the role you want the person to have</li><li>• What duties and tasks will they be expected to undertake</li><li>• What activities will they be involved in</li></ul>	
<b>Location of activities / Time Commitment</b> <ul style="list-style-type: none"><li>• Where will they be based</li><li>• Location of activities</li><li>• How often and for how long will they be involved with the group</li></ul>	
<b>Group Structure &amp; Support</b> <ul style="list-style-type: none"><li>• Explain the structure of your group</li><li>• Who should they go to if they have a concern or problem</li></ul>	