



Responsibilities and Expectations of CIF Project Leaders

Leading a CIF Project comes with a lot of responsibilities and can be challenging at times. However, it can help to build skills like problem-solving, managing finances, and interpersonal communication. These leadership skills can really stay with an individual long after a project has ended and be applied to other work or life opportunities in the future. Here's what to expect!

Responsibilities and Expectations of Project Leaders

Propose the project, and decide all the details:

- What activities will take place?
- Where will they take place (in-person vs virtual)?
- When will they take place (how many events, what time of day)?
- How many people can take part?
- How much funding is being requested (what supplies, how many hours will be billed)?

Manage project activities:

- Plan, organize, and facilitate all activities/events/courses related to the project, ensuring it runs smoothly and meets proposed goals and objectives
- Create and distribute posters and other marketing materials
- Book venues, respond to inquiries and handle participant registration
- Purchase supplies/materials as outlined in the approved budget and distribute to participants as needed
- Prepare and submit all required paperwork (see Forms for CIF Projects)
- Keep track of the budget to make sure spending remains within approved maximum amount
- Complete reimbursement requests
- Stay in regular communication with the CIF Coordinator, provide updates on progress and address any issues that arise
- Collaborate with the CIF Coordinator to resolve problems together
- Attend all required meetings related to the Consumer Initiative Fund
- Follow VCH policies and procedures

Lead project activities:

- Create a safe environment for participants to interact
- Connect with participants and meet them where they are at
 - Approach individuals with understanding, empathy, and respect for their current emotional, mental, or situational state
 - Allow individuals to grow at their own pace rather than imposing a timeline or outcome
- Support individual wellness and recovery

Closing the project:

- Provide a written final report to the CIF Coordinator reflecting on how the project went