

Tasks Involved In Running A Peer Support Group

Task	Assigned to
<p>Welcoming and orienting members.</p> <ul style="list-style-type: none"> ● Welcome new members. ● Share information about the group and meetings. ● Answer their questions. 	
<p>Meeting preparations.</p> <ul style="list-style-type: none"> ● Ensure everything is ready for meeting (space, material, emergency contacts, etc.). ● Remind members of date, time, and other information. ● Assist with room setup and clean up. 	
<p>Support members.</p> <ul style="list-style-type: none"> ● Help members arrive at the meeting place. ● Provide technical assistance during virtual meetings. ● Help with name tags, finding the washroom, etc. 	
<p>Group tracking.</p> <ul style="list-style-type: none"> ● Take attendance. ● Note and share important resources or links. ● Hand-out and collect surveys. 	
<p>Guide and facilitate discussions during meetings.</p> <ul style="list-style-type: none"> ● Guide discussions. ● Engage members. 	

<p>Track members' information.</p> <ul style="list-style-type: none"> ● Maintain a list of members and attendance. ● Maintain a list of emergency contacts. ● Secure and confidential storage of records. 	
<p>Managing relationships with local and organizational partners.</p> <ul style="list-style-type: none"> ● Develop new and maintain relationships with partners. ● Discuss the needs of the group. ● Share updates. 	
<p>Manage resources.</p> <ul style="list-style-type: none"> ● Find other sources of support in the community. ● Plan ways to find or raise funds for the program 	
<p>Track group finances.</p> <ul style="list-style-type: none"> ● Tracking fees, donations, expenses, etc. ● Maintain a budget. ● Tax reporting. 	
<p>Expand and promote the program.</p> <ul style="list-style-type: none"> ● Connect with more people living with stroke in the community. ● Plan special events, celebrations, fundraisers, etc. 	