Sample Leadership Team Roles

Small Group Leaders

Leadership teams will look different depending on things such as number of people in your chapter and your campus context. One of the most important things to remember when structuring leadership teams is to prioritize small group leaders. The more small groups you can create, the more capacity you will have for people which will help grow your chapter. As the chapter grows, you will then have more space to create more leadership positions.

President

Most universities require you to have a president. The role of the president will look different depending on the size and context of your chapter. In a smaller chapter, the president may serve as a right hand to the campus staff helping with things such as coordinating with the university and planning NSO. Once the chapter grows and additional leadership roles are added, the president may start leading exec meetings and overseeing other leaders.

As your chapter grows, you'll want to establish new structures such as daily prayer meetings or worship teams. Once your chapter starts growing to 75+ people, it is helpful to start establishing leadership roles to oversee those structures. Here are some sample additional leadership roles you could incorporate.

Admin Coordinator

Responsibilities:

- Co-leader to the president
- Helps plan executive meetings
- Books rooms
- Handles scholarship requests
- Helps manage social media (if you don't have a social media coordinator)
- Sends out chapter emails/group texts
- Membership tracking
- Oversee chapter giving
- Potentially organizing mentor relationships

Small Group Coordinator

Oversee small group structure

*The number of small group coordinators could be scaled depending on number of small group leaders you have. One small group coordinator per eight small group leaders is a good ratio.

Responsibilities:

- Main job is communicating with, shepherding and leading small group leaders

Large Group Coordinator

Oversee large group structure and vision

Responsibilities:

- Conducts large group team meetings
- Could manage various large group teams such as worship and hospitality
- Discerns vision for large group topics and series
- Extends invitations to large group speakers and/or guests
- Oversees presentation deck for the whole night

Prayer Coordinator
Responsibilities:
- Cast vision to chapter about why prayer is important
- Lead a team of prayer leaders
- Coordinate daily prayer in the chapter via prayer leaders
- Integrate prayer into chapter activities

Outreach/Evangelism Coordinator
Responsibilities:
- Cast vision to the chapter about why outreach is important
- Trains people in starting GIGs
- Oversees evangelistic activities of fellowship
- Organizes and recruits for Proxe Stations
- Inspires, mobilizes and trains members in outreach
- Models evangelism and outreach
- Establishes connections to other groups on campus (personally or through team)
- Arrange serving opportunities on campus and/or off campus

Worship Coordinator
Responsibilities:
- Cast vision to the chapter about why worship is important
- Coordinates team and music for large group
- Acts as small group leader for worship team
- Leads worship team rehearsals
- Creates PowerPoint slides for musical worship

Hospitality Coordinator
Responsibilities:
- Cast vision to the chapter about why hospitality is important
- Recruits a weekly team of volunteers to arrive early and welcome people to the chapter
- Helping people find their way to the room, get name tags, and making conversation with new guests
- Thinks through the space so that it feels welcoming to new people

Social Media Coordinator
Responsibilities:
- Manages social media platforms