

# Malaptop Committee Positions



*Descriptions of all the committee positions.*

The committee will be responsible for the running of Malaptop. . The committee shall meet on a regular basis to coordinate strategies, finances and actions. Committee meetings will take place either at a location suitable for all members of the committee or as a live virtual meeting.

Time commitment - each of the committee volunteers would be expected to commit 2 -3 hours a week. This will obviously vary throughout the year depending on activities..

Location of Volunteering - the location of the volunteering activities will depend on the role, In most instances volunteers will operate at a time and place which suits them best. Initially committee meetings will be held in Stirling and therefore it will be beneficial if the committee member is able to travel to Stirling easily.

Support and Training - Each volunteer will be given a detailed breakdown of the project after they have been signed up. This will also be a time for Malaptop and the volunteer to decide what further training, if any, would be required for the volunteer to carry out their role successfully.

Expectations of Volunteers - The committee positions are voluntary and each volunteer will be required to sign a brief Volunteer Agreement. In this agreement the volunteer will acknowledge that they will:

- Act in the best interests of Malaptop and not act in a way that will bring the name of Malaptop into disrepute
- Cooperate with other committee members
- Inform the Chairman if they feel that they are overwhelmed with work or are having difficulties

The following roles have been filled.

**Chairman** - Simon Cleary

**Treasurer** - John Cleary C.A.

**Marketing Officer** - Clare Ridler

The undernoted posts still need to be filled:-

## Schools Officer



**Role** *The Schools Officer will be responsible for ensuring that the Malaptop programme in Scottish schools works smoothly. This will involve ensuring that the teachers responsible have the necessary knowledge and tools to run their groups, the laptops are collected and dropped off for data cleansing, and schools are interested in getting involved.*

**Responsibilities** *The responsibilities of the Schools Officer will include:*

- *Initially, working with interested teachers to create the materials needed and outline the schools programme;*
- *Potentially speaking to school pupils in the necessary years to generate interest in creating a Malaptop group or donate to Malaptop*
- *Co-ordinating the collection and data wiping of the laptops*
- *Being able to answer questions from teachers and pupils about the programme and Malaptop*

**Attributes** *This would be a good role for either a teacher or college University student and the following attributes would be advantageous:*

- *Confident public speaking;*
- *Good communicator*
- *Knowledge of the Scottish education system.*
- *Experience in Malawi, or a similar country.*

*The Schools Officer will need to undergo a Disclosure Scotland background check before they can carry out their duties because the role will involve working with young people.*

# Distribution Officer



**Role** *The role of the Distribution Officer will be to ensure that all the laptops are moved from the Drop-off Points to the place that they shall be refurbished and from there to Malawi. This role will be one of the most challenging because it will involve the exporting of the laptops to Malawi.*

**Responsibilities** *The responsibilities of the Distribution Officer will include:*

- *Negotiating with couriers, other charities that ship goods to Malawi and shipping companies to find the best deal for sending laptops to Malawi,*
- *Coordinating the Drop-off Points to ensure that laptops are able to be collected .*
- *Finding cost-effective centralised storage if required*
- *Keeping headteachers of recipient schools informed as to the progress of the distribution*

**Attributes** *The role of Distribution Officer would ideally suit somebody with experience of importing/exporting or internal logistics:*

- *Very well organised,*
- *Good communicator,*
- *Drivers licence would be preferable;*
- *Experience of importing/exporting.*

## Fundraising Officer



**Role** *The Fundraising Officer aims to ensure that Malaptop has enough funds coming in to cover its operational costs. This will include organising fundraising events, writing to companies and trusts, commercial recycling of unsuitable laptops and the online solicitation of gifts.*

**Responsibilities** *The responsibilities of the fundraiser will include:*

- *Locating charitable trusts that can be applied to*
- *Taking the lead in writing applications to charitable trusts, bringing in the support of other committee members where appropriate*
- *Organising fundraising events, such as ceilidhs or sponsored events to raise awareness and funds*
- *Working with the Marketing Officer to promote online donations*

**Attributes** *The role of Fundraising Officer would ideally suit an enthusiastic, outgoing individual who is able to work on their own initiative and encourage a team. the ideal candidate would have the following attributes:*

- *Infective enthusiasm for the aims of Malaptop*
- *Experience with organising events*
- *A good clear writing style*
- *Awareness and/or experience with the Gift Aid Scheme*

## Technology Officer



- Role** *The role of the Technology officer will be to ensure that the laptops received are sent out to Malawi in the best possible condition and with the best possible software. This will involve collaborating with Malawian teachers, using feedback from the trial run to see what additional support the teachers need to successfully teach IT.*
- Responsibilities** *The Technology Officer will be responsible for ensuring that the laptops are in the best condition to be sent out. This will include the data wiping, installation of system and programmes. The Technology Officer will not be expected to do all this work his/herself but will need to ensure that everybody who is undertaking this work knows what they are doing and if not has the necessary training. The Technology Officer will also work with other members of the committee to make sure the laptops are set up in the best possible way for the Malawian schools to use.*
- Attributes** *The role of Technology Officer would ideally suit an IT professional or enthusiast with the following attributes:*
- *Knowledge of Linux Operating systems, especially Ubuntu and its variants (Lubuntu, Edbuntu etc)*
  - *Knowledge of Open Source software*
  - *Confident and curious with new systems*
  - *Good writing style for writing Guides in plain English.*