



How to Start and Manage a Project

Is there a topic you're passionate about or a project you'd like to pursue within the Syracuse Urbanism Club? We encourage our members to create new projects with the board's approval.

If you have little-to-no experience, don't worry too much! Everything we do is a learning process for all of us, and what matters most is your passion for the work and committing the necessary time and effort.

Create a New Project

1. Share your idea for a project with the board by emailing: syracuseurbanismclub@gmail.com
2. If the board approves the project, we'll share it with our members and social media following, create a new page on our website, and provide the volunteer and administrative support that your project needs.
3. You'll provide us with your contact information so the board and volunteers interested in joining the project can reach you.
4. Provide a description of the project, your bio, and your photo (optional) for the website once the project is approved.

Project Management Responsibilities

5. Lead a team with consistent internal and external communications.
6. Delegate some work to project members.
7. Set and maintain goals and the pace of the project.
8. Share important project documents and proposals with the board for review at syracuseurbanismclub@gmail.com at our email first before sending them out beyond the Syracuse Urbanism Club. These documents will be on official urbanism club letterhead.
9. Be prepared to present updates and lead working groups at general meetings.
10. Share internal documents in the Google Drive folder provided by the board.

Communication with the Board at syracuseurbanismclub@gmail.com

11. Ensure the chair of the board is aware of project updates, especially for preparations of general meeting slides and agendas.
12. Ensure that your project webpage remains up to date.
13. Coordinate with the treasurer on financial matters.
14. Send project updates by the 1st of each month to the vice chair for our monthly newsletter.
15. Communicate with our media director to help generate social media content.
16. Collaborate with any board members or general members as needed to take advantage of the full capacity, resources, and capabilities of this organization.