



Welcome to Hannibal's Job Description!



Being a Team's Hannibal is one of the most rewarding things you can do.

You have to be dedicated, organised and most importantly of all - really believe in what your team does. The role of Hannibal exemplifies all this and more. You are about to undertake a very exciting, but demanding role! The Hannibal is the figurehead and leader of the team. They are responsible for setting goals and objectives, managing the Exec team and overseeing all corresponding activity.

On top of that, you lead on inspiring your team. A motivated team is vital!

You'll need to provide support, advice and guidance to your members throughout the year. To do this effectively, you'll need to be passionate about what your team does. It also helps to see the bigger picture and think how you'd like your team to grow. Here is a breakdown of your main responsibilities:

Responding to ASAP communication

The Hannibal must read and decide who needs to action emails from the ASAP teams. All messages contain crucial information that is only sent out to help your Team!

Providing guidance

The Hannibal is responsible for directing the Exec when they require guidance. Even if you do not have specialism in their area your role is to listen, be supportive and help identify solutions. Remember - all the information that you hold about your members is covered by the Data Protection Act. You absolutely must not divulge any personal data to external sources - be sure to communicate this to your team!

Understanding broader picture

Schedule time with the rest of your Exec to complete the plan. Work backwards from event dates to identify all tasks and deadlines. Use a diary so deadlines aren't missed. Avoid repeating mistakes - keep track of what works/doesn't. Use the AGM to thank your team for their hard-work. Prepare a handover for your new Exec to include top tips.

Scheduling Meetings

Meetings are important to running an efficient Team. They allow for an examination of upcoming events, the generating of new ideas and making important decisions. The specific tasks for meetings include creating an agenda, the main points for discussion as well as chairing the meeting, covering the key points of the agenda, focusing the discussion and encouraging contributions. Try picking the same meeting time each week, book the room well in advance and have an agenda.

Delegate tasks

During meetings the Hannibal must make sure all tasks are clearly delegated to a specific person or small team. This then frees you up to focus on overseeing all Team activities. This specifically means identifying other board members passions, experience and expertise. The Hannibal can't and should not do everything. Try to set targets with specific dates, run through action points and keep regular updates.

Maintaining motivation

Keeping the team inspired and committed is vital. The Hannibal has to be aware of morale and take appropriate action. This specifically means to be approachable and create an atmosphere where everyone feels they can speak up when something is going wrong. Provide positive feedback when ever possible, everyone likes being rewarded.