

ROLES AND RESPONSIBILITIES

Sometimes the same people take on two responsibilities; sometimes many people take on one responsibility.

This is not an exhaustive list and different actions have different responsibilities.

BEFORE ACTION

Coordinators / organizers: does what it takes to make this action happen. Recruits, inspires and supports people to participate in the action and beyond. Holds people accountable to doing their tasks. Often helps set up decision making structure and makes sure NVDA guidelines are covered, and other tasks.

Legal / Jail support: research laws and typical charges / fines / jail times that activists usually face when doing actions in that jurisdiction. Identify where activists go to jail. Brief activists so that they know as much information as possible about the legal consequences of an action.

Artists: make and support others to make art, such as banners, picket signs and puppets.

Meeting facilitators: identifies locations for meetings, prepares the agenda and facilitates the meetings

Fundraisers: raises money and helps other people raise money for the action.

Logistics: organizes the food, water and other needs, such as transport to and from the event, as well as maps and directions to the event to share with all.

Scout: goes to the action site and gathers information to help make a decision on what action the group is going to do and how they are going to do it.

Researchers: gather information about the target to help make informed decision making around the action and the campaign.

Media team: generates a media plan based on what media hits they want and in what outlets, depending on what the target audience is; devises the "messaging" for the action. Identifies and prepares spokespeople. Creates a list of press contacts. Generates a list of media contents that they will do outreach to to promote the action. Begins doing outreach to press contacts to secure media before the event (if needed). Writes the press release. Writes a press advisory. Prepares press packets.

Trainers: organizes trainings so people can prepare mentally and knowledge-wise for an action.

Promoters / writers: create materials, such as fliers, and websites, so information about the action can be shared.

DURING THE ACTION

Support people: help people who are choosing to be arrested. This role can have many responsibilities but usually includes: making sure arrestables are warm and have food and water when needed during the action.

Deployment / Drivers: people who help the team and any equipment get to the action and leave it, if necessary.

Diversion: people that distract security or police to ensure that the arrestables can get in place

Arrestables: people who choose to get arrested. These people should have thought carefully about the consequences of getting arrested and are prepared mentally and physically for jail and the legal process following being arrested. Jail is intentionally designed to distress people. The legal process can be expensive. In some cases having a criminal record can potentially affect your ability to travel and hold down certain jobs. Research this and think about it beforehand.

Legal observer: someone who observes the action and collects information that could be relevant to any court cases related to the police charging activists or vice versa.

Medic: someone who has medical training (first aid, first responder, nurse, doctor) who can help people.

Coordinator / organizers: make sure things go as planned, make sure people do what they say they will and when.

Police liaison: communicates between the police and the activists. Does not make decisions for the activists. Just shares information and makes sure that people know

Media team: send out press release and press advisory during and after the event. Call journalists to encourage them to come to the event. At the event someone is responsible for introducing themselves to the media that arrive, giving them a press release, explaining the purpose of the action and any questions they have and introducing them to relevant spokespeople. Spokespeople speak to the media.

Photographer: takes photos. Someone (or the photographer) uploads them to a website and gets them to the media.

Videographer: takes footage. Someone creates copies and hands them to television stations. Videographer or someone else creates a short video following the event to distribute.

AFTER THE ACTION

Media team: Media team follows up with journalists after the event to secure more news.

Jail support / legal: works to get people out of jail, and through the legal process. Takes care of arrestables' needs whilst in jail, such as feeding their cats, keeping people updated on their progress through jail and the courts. Works with all the team to make sure that bail is raised and fines are paid.

Fundraisers: raises money for legal costs and for the campaign to continue.

Facilitators: organizes a debrief session to analyze the action and determine next steps.

Organizers: inspires, recruits and supports people to organize another action.

Writers: writes a summary of the action and tells friends and allies about it.

AND MORE