

Overall

Here is a table that highlights the important volunteer resource needs for now.

Area	Work Required	Skills Needed
Fund Raising. We are currently only following up leads that come to us and are not actively seeking leads.	Reach out to companies and foundations for support	Comfort with Emails / Internet / English communication. Overall management / coordination experience.
Publicity - We have a website, facebook page and brochure. We also have corporate presentations.	Website and corporate presentations need to be improved. Social media presence needs to be improved. Broader PR strategy needs to be defined.	PR experience and comfort with UI/UX, documentation, marketing etc. would help.
Project Management - Most of the projects can use another steward or two to work with existing stewards.	Monitor projects. Visit them. Plan on ways to improve education at the schools. Write reports to donors. Manage accounts of the project. etc.	Ability to travel to rural areas esp. on working days. Good knowledge of Tamil. Comfort with Emails / Internet / English communication. Overall management / coordination experience.
Teacher / Student Training	We train out teachers on English, computer skills and other areas. English mentoring is done over emails and over phone calls or Google meet. Computer training is also nowadays done over the net.	Good skills in English, Computer Science or other areas. Availability of about 3 hrs a week and somewhat flexible time.
Supporting / Managing the Software Development	Currently 2 developers are developing the Asha Kanini app. The data analytics work is done by Rajaram. Setting the requirement, testing the developed software etc. requires work. On the analytics side more work on SW development is also required.	Software developers with good knowledge of the following: Web Development. Javascript. Node / Express JS / React etc. MySQL database. Perl scripts. Statistics.
Content Development	Several initiatives underway such as, 1. Lesson plans for Maths/English/Science/Tamil. 2. CS Curriculum for our Rural Technology Centres.	Experienced teachers. Knowledge of computers and understanding of technology aided learning. Ability to travel to rural

	3. Training manual for Asha Kanini. Training manual for Rural Technology Centre courses etc.	areas will be a big plus.
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Here is a more detailed break-up of the work required in each area. The person currently doing the work is identified. The work items where we need more resources in are identified in **maroon**.

Administration

For now this is moving along fine.

1. New volunteer coordination and mailing list maintenance – Rajaram, Venkatraman.
2. Calling meetings, setting agenda, ensuring participation, recording and posting minutes – Rajaram, Sundaram.
3. Registering new trust etc. – Rajaram.

Accounts / Treasury – India

This is also moving along fine. Ramakrishnan has stepped into the treasurer role and Rajaram is gradually phasing out.

1. Bank relations handling – Ramakrishnan, Rajaram.
2. Vouchering and entering accounts. Maintaining imprest accounts. – Moorthy.
3. Reviewing correctness of transactions – Ramakrishnan / Rajaram / Bhaskar.
4. Salary and other payment processing – Ramakrishnan / Rajaram / Moorthy.
5. Verifying accounts and reconciling bank transactions – Ramakrishnan / Moorthy.
6. Submitting accounts for audit, completing the audit etc. – Ramakrishnan.
7. Coordinating with Asha headquarters – Ramakrishnan / Rajaram.
8. Maintain fixed asset register – Ramakrishnan / Rajaram with Moorthy and Muthu.

Accounts / Treasury – AfE / US

This core area is also chugging along fine. It would be good for more of the senior volunteers to get more actively involved in AfE mailing lists etc. But this is not really an area for new volunteers.

1. Donor Coordination – Venkatraman.
2. Checklist management – Bhaskar.
3. ARC participation, coordination with AfE – Rajaram / Bhaskar.

Project Management

Project stewardship would include maintaining accounts for the project expenses, raising funds for it, ensuring that the staff are doing their work, setting the goals for it, writing the proposal, writing reports for the project to donors, conduct staff meetings, etc. Once these are all in good running order, each project should also

go beyond to innovate within its framework to try things that will later become part of broader Asha Chennai initiative.

1. Project Manigal – Usha Bhaskar and Saraswathi.
2. Scholarships – Venkatraman and Kasturi. Project Coordinator – Malliga.
3. Sangamam, and Asha Kanini – Rajaram and Venkat. Can use one more volunteer. Project Coordinator – Srinivasan. Karadi Path is a new initiative that we are hoping to start.
4. Thulasi – Paripooranam with Rajaram. Can use one more volunteer.
5. Poorna Vidhya – Kasturi and Sriram. Can use one more volunteer.
6. Pearl – Bhaskar with Rajaram. Can use one more volunteer. Project Coordinator – Murugan.
7. Asha Kanini and Asha Rural Technology Centre – Rajaram and Venkat. Can use a couple of more volunteers. These are the new initiatives. There is a lot of work in even defining what these are meant to do on the ground.

All the projects need to improve regular monitoring, reporting, etc.

Fundraising and Publicity

1. Reach out to potential donors and try to raise funds for all projects – Currently not being done.
2. Maintain our website – Lokesh and Rajaram. More can be done here.
3. Maintain our facebook page – Muthu and Shiva with very little oversight from Rajaram.
4. Other Social Media – Nothing is being done.
5. Media handling for events – Rajaram to some extent but this is not really being done.

Scholarships

Project is stewarded by Venkatraman and Kasturi. The project has a focus group of volunteers who make decisions about the students and also interact with the students during disbursements etc. Standard project management work like fund raising, proposal/report writing, etc are handled by the stewards. These can be improved a little like will all other project. Specifically for scholarships, several things can be done in the project some of which have even been done in the past. These include,

1. Education / Career counselling for the students. We have conducted it through volunteers and through an agency in the past but haven't been doing it on a regular basis. Students can really benefit from this.
2. Mentoring and counselling the students. Rather than just give them money, the project initially meant to guide the children. Lakshmi Suryanarayanan (who is no more) used to do that for a number of students. This will also require these mentors to really become aware of the problems these children face, the options available for them etc.
3. Home Visits. Currently done by staff Malliga. The goal was for the volunteers to do these as well.

Teacher Training etc.

Asha takes teacher training seriously and expends a lot of effort towards this. But more can be done to improve this.

1. Online Weekly English Training for Teachers – Mainly Venkat handles this with the help of 10 more mentors. Some of the mentors need to be replaced.
2. Online English Training for Students – Just one or two batches. Potential for a lot more. Venkat is managing this as well. More active coordination required.
3. English term-wise training – Has been changing every time and hasn't got set into a pattern.
4. Math term-wise training – Mrs. Meena Suresh. This is handled very well by her.
5. Handling the logistics of RightStart and other term-wise teacher training sessions – Rajaram with help from Malliga and Moorthy.
6. Teacher Evaluation tests and interview tests – Rajaram and Venkat.
7. Computer Science training – Rajaram and Venkat trained the current crop of lead teachers. They are managing the training of the rest of the teachers now. But similar involvement from volunteers will be required for creating the training program for Asha Kanini as well as training for the courses for the Asha Rural Technology Centres.

Content and Software Development

There are several initiative underway and new ones also keep coming up. Skilled software professionals will be very useful. Subject experts and people with documentation skills can assist us in the content development areas.

1. Students Assessments – Overall coordination by Rajaram. Implemented by teachers for most part with some help from volunteers. Monitoring by Rajaram and Venkat. Other than setting of the papers we can use help in most other areas. Conducting, monitoring, grading, processing the grading sheets, analysing the results, reporting to schools etc.
2. Asha Kanini App – Development handled by Rajkumar and Ponkumar. Testing, specifying the requirements and managing the development is done by Rajaram. More work required.
3. Software for uploading and analysing assessment scores, analysing the data – Rajaram. More resources needed.
4. Other Software – We are developing a software for online submission of expenses/bills/vouchers. This is being developed by Muthu. We attempted a leave reporting and salary processing software but dropped it as it grew too complex. More work required in these areas.
5. Developing the lesson plans in Maths, English and Science. Just creating worksheets in Tamil and Social Science – Mostly done by teachers. Managed by Aruna with some inputs from Rajaram. With these getting used by govt schools, we may need more work.
8. Collating, mapping and packaging the contents for delivery on our Asha Kanini app – Gomathy handles it along with Rajaram. Mapping work done by computer teachers. Quality of this work is often poor. With these getting used by govt schools, we may need more work. This area is like the glue between the content and the software. Clear understanding of both are required and can help improve both areas.
9. Training manuals etc. for Asha Kanini. With our taking these to all govt schools in Thirivallur and potentially TN/UP, we will need clear training manuals etc. We need to also train the trainer. Not yet started.

10. Developing a computer science curriculum for classes 1 to 8. Already completed by teachers with oversight and help by Rajaram and Sujatha.
11. Developing a curriculum for the rural technology centre courses – Rajaram, Venkat, Sujatha and others along with teachers. More work would be required here. This will be an ongoing area with more and more courses coming up. We may over time also train college students and graduates which will mean more courses.