



## Volunteer roles

There are a range of volunteer opportunities that exist in our Shed. Apart from becoming a member you can choose to be more involved.

### The aims of the Shed

Our shed provides a safe, supportive and friendly setting where you can socialise, learn new skills and hone existing skills by working alongside each other on our own projects, community projects and projects that raise funds for the Shed.

### The Board

The Shed is managed by the Board. The board currently consists of 4 Directors and the Secretary. All members of the board undertake to actively govern the organisation, directing and controlling the organisation through collective decision making.

All the members are invited to join the Management Committee, where members can bring ideas and suggestions to the Board and influence the workings of the Shed.

## Membership Secretary

The Membership secretary works with the Secretary, Treasurer and Media Lead and directly looks after the members.

### Duties and responsibilities:

The primary roles of the Membership secretary are to respond to all new member enquiries in a timely and efficient manner, and look after the current membership, their records, issuing reminders for fees, organising social events and surveys to obtain valuable feedback.

- Ensure that potential members are directed to the website and given all the information required to satisfy their requests
- Keep a record of all enquiries and potential membership
- Work with the Media Lead if new member enquiries come through the Website or Facebook
- Arrange for new members to visit the Shed, out of hours or if attendance numbers permit in the workshop sessions
- Welcomes new members and issues membership cards and welcome letter
- Explains privileges and obligations of membership, discusses organization and provides other information to members
- Maintain accurate and up-to-date membership records including:
  - Members current details
  - Any special needs or requirement
  - Training records with support of Workshop Lead
- Issues renewal notices and recording membership fees together with the treasurer
- Ensures the Management Committee Meetings & AGMs are attended
  - Monitors committee member action points with Secretary
  - Deputizes for secretary if needed
- Encourage nominations for Director and other roles within membership
- Assists with Shed newsletters and promotional materials
- Carry out membership surveys and other publications to persons on mailing list to gain valuable feedback
- Organise social events for members, at least one per year.



**Person Specification**

- To be organised and methodical
- Keep accurate records
- Good communication and teamwork skills
- Dedicated to the organisation's cause and objectives and willing to act as the group's ambassador to external bodies, and companies
- A team-oriented approach to problem solving
- PC skills including the use of spreadsheet an advantage.

**Time Commitment**

- The Management Committee meet at least twice a year including the AGM
- Make time for paperwork
- Time for responding to enquiries.