

## **ROLE DESCRIPTION**

<b>Role</b>	<b>Volunteer &amp; New Members Co-ordinator</b>
<b>Purpose of Role</b>	<p>To proactively encourage members to volunteer for Rayleigh u3a.</p> <p>To support New Members in their first year of membership.</p> <p>To act as liaison between Committee Members and Volunteers to ensure that events, meetings etc are adequately manned by volunteers.</p> <p>To recognise and value the contribution of our Volunteers.</p>
<b>Responsibilities</b>	<p>This is a Committee Role and should be held by an elected member of the Committee. It may be held by one or two members of the Committee.</p>
<b>General Duties</b>	<ol style="list-style-type: none"><li>1. To encourage members to volunteer in a variety of different roles – to explain roles, requirements etc.</li><li>2. To have regular communication with Volunteers and ensure details are kept up to date on Beacon.</li><li>3. To man the New Members table and manage queries at main meetings.</li><li>4. To support and be a point of contact for new members in their first year.</li><li>5. To work in conjunction with the Membership Secretary and Groups Coordinator to arrange and attend the New Members Meetings which should be held every 4 months.</li><li>6. To liaise with the Committee to ensure that meetings and events are adequately manned by Volunteers and check availability for such events etc.</li><li>7. To train or arrange training for any volunteers for specific Volunteer Roles.</li><li>8. To help arrange thank you events for our Volunteers on a regular basis.</li><li>9. To carry out a comprehensive handover to a new Volunteer Coordinator when applicable.</li></ol>



## **Requirements**

Enthusiasm and commitment  
A willingness to help  
A friendly approachable manner  
Computer skills

## **Notes**

Please note the specific tasks listed above are in addition to the statutory requirements and responsibilities of all trustees of charitable organisations in the UK as laid down by the charity regulators.

## **Date approved:**

12<sup>th</sup> April 2024