

## Volunteers Needed



## OR Woman

We all know that the success of any club depends on the strength of its volunteers, ( and the teams of course) and whilst we are lucky in that we have a number of people in all sections of the club who are willing to commit their time, there is always room for some more.

Next season there are a number of vacancies that we are looking to fill, covering all areas of the club, the more people we have who want to become involved the easier the job becomes for us all.

At committee level we have a couple of roles that we are looking to fill. Probably the most important being that of Chairman, Steve has, after 4 years decided to stand down, however he will continue to be involved in the overall management of the Club by concentrating on the Club Development plan, he will stay on until we have a suitable replacement which we hope to have by Xmas. Steve has done a great job and I know will be more than happy to meet with anyone who is interested in taking this role on.

The Membership Secretary role is vacant although this has been filled by Andy Pott for a couple of seasons, in addition to his role as secretary, Andy would be happy to discuss exactly what is involved with anyone who is interested.

With the number of volunteers we have, there is a need for an active volunteer co-ordinator, someone who is responsible for the recruitment, training and retention of the club's volunteers. This is not about doing everything yourselves but having a number of volunteers you can call on to undertake various functions, an example of which could be the pre-season work day when we prepare for the new season, or preparing for the mini festival. We anticipate this role should take no more than 2-3 hours per week. I have shown the key aspects of this role taken from the RFU role profile .If this is of interest please speak to any member of the committee who will be happy to help.

## Volunteer Co-Ordinator

Recruit volunteers and, where possible, place them in roles that suit their background, skills or wishes

- Organise initial orientation and, where possible, ongoing training
- Keep club volunteers informed of all club activities and events
- Ensure individual volunteers are given appropriate support and guidance to maintain their enthusiasm
- Ensure appropriate recognition of volunteers, including nomination for RFU recognition awards
- Ensure a policy of open recruitment is implemented when advertising for, and appointing, volunteers

### **IDEAL/KEY SKILLS FOR ROLE:**

Approachable and a good listener

Confident and effective communicator

Good organisational skills and ability to delegate

Enthusiastic and a good motivator