

U3A Knox Volunteer Roles and Descriptions

Role No	Role Name	Description of Task	Requirement
1	Marketing Sub-Committee	Determine overall marketing strategy and plan internal and external marketing	6 meetings x 2 hours
2	Marketing Assistants	Distribute brochures to households and participate in marketing events	4 x 3 hour sessions
3	Brochure Distribution	Ensure libraries and affiliated organisations are stocked with our brochures	4 x 2 hour sessions
4	Event Photography	Take photos of events and classroom activities for marketing purposes	Negotiated
5	E-book Preparation	Assist to develop E-books of U3A activities and the Art Show	Negotiated
6	Minutes Secretary	Attend, prepare and distribute minutes of Committee Meetings	12 x 3 hour sessions
7	Archivist	Develop record keeping systems and arrange acquisition, location and retrieval.	2 hours per term
8	Tutors & Class Leaders	Plan, prepare and facilitate delivery and administration of classes/activities	3 hours per class
9	Class Assistants	Mark roll and note apologies. Read weekly notices, assist in set-up and clean-up	10 minutes per class
10	Co-Leaders	Share responsibility with tutor/leader as requested by tutor leader	Negotiated
11	Assist. Class Coordinator	Research courses available elsewhere, assist with tutor issues and scheduling	Negotiated
12	Newsletter Collation & Mail Out	Collate and fold newsletters, place in envelopes and attach labels	4 x 2 hour sessions
13	Housekeeping Coordinators	Maintain cleanliness of tearooms, stock and operate dishwashers, replenish supplies, empty bins, replace toilet paper and paper towels as required. Collect and wash tea towels / dishcloths.	30 minutes per session (min. of 8 sessions).
14	Events Sub-Committee	Plan, organise and administer events and end-of- term functions.	8 x 2 hour meetings
15	Function/Event Set-up & Clean-up	Assistance in the preparation for, operation of and clean up after events	3 hours per session
16	Office Assistants	Assistance with enrolments, data entry, records management, reception, photocopying, telephone and face-to-face enquiries. Computer skills essential.	3 hours per session (min. of 8 sessions)
17	Enrolment Assistants	Assistance with enrolments, data entry, and enquiries during the peak enrolment periods	3 hours per session
18	Working Bees	Assist with general clean-up and maintenance of U3A facilities	3 hour sessions
19	Safety Sub-Committee	Plan and implement the annual safety program and assist in training of safety reps.	4 x 2 hour sessions

20	Safety Representatives	Attend training, promote safety awareness, complete hazard inspection and reporting, and facilitate evacuation procedures.	1 hour training + 2 hours each term
21	Library Assistants	Assist with the covering and cataloguing of books and maintain historical records	Negotiated
22	Art Show Assistant Coordinator	Assist the Art Show Coordinator with planning, marketing and operation of the Art Show	Negotiated
23	Art Show Sponsorship Coordinators	Promote the Art Show to existing and potential sponsors and secure their support.	Negotiated
24	Art Show Flyer Distribution	Delivery of promotional flyers to households	2 x 2 hour sessions (Sept./Oct)
25	Art Show Exhibition Set-up	Picture hanging, manning stalls, receiving / recording / return of works, set up and dismantling of stands	2 x 3 hour sessions
26	Art Show Assistants	Room sitting, reception, raffle etc.	2 hours min.
27	Garden Coordinators	Plan and organise the maintenance of gardens and facilitate working bees	4 x 2 hour sessions
28	Gardening & Watering	Participate in rostered garden maintenance - weeding watering, planting.	2 x 1 hour sessions
29	Research Coordinator	Promote participation in external research. Undertake internal research activities and make results available to members	Negotiated
30	Research Assistants	Participate in research design, data gathering and analysis	3 x 2 hour sessions
31	Function Catering Assistants	Assist in the preparation for, catering of and clean-up of events and functions	2 x 3 hour sessions
32	Development Manager	Identify, develop and implement enterprise and group opportunities to improve our overall resource position	Negotiated
33	Fund Raising Sub-Committee	Identify, plan promote, implement and administer fund raising activities	4 x 2 hour sessions
34	Tender Writers	Source, research and respond to tender/submission opportunities	Negotiated
35	Vacation Program Coordinator	Prepare and implement a diverse program of courses and activities in each term break	Negotiated
36	Vacation Program Assistants	Assist with the development, enrolment and record keeping of vacation activities	4 x 2 hour sessions
37	Concert Stage Manager	Develop and manage a Concert which showcases the talents of our members	Negotiated
38	Concert Production Assistants	Assist with the promotion and production of the Concert	3 x 2 hour sessions
39	Concert Participants	Participate individually or in a group presentation	Negotiated