Vacant volunteer positions within GCPA for 2021

*We need your help*

Do you have hidden talents and want to be a part of exciting new changes in the Association?

**Media Officer** – Committee role

Responsibilities include:

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| * Promoting the Association and its activities
 | * Overseeing Facebook and Instagram pages
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| * Celebrating the success of members
 | * Assisting with the website
 |
| * Monthly attendance of committee meetings
 | * Contributing to valuable discussion and representing member views
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| * Taking photos/receiving member’s photos
 | * Mailchimp
 |

**Grants Officer** – Sub committee role

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| * Research funding opportunities
 | * Complete and submit funding proposals
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| * Review proposals for compliance and elegibility
 | * Liaise with community groups and stakeholders
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There are 2 remaining grants left for 2021 both closing in June

**Website Upgrade -** Sub committee role

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| * Formalising criteria for website capabilities
 | * Gathering quotes
 |
| * Establishing a proposal
 | * Taking part in group discussions
 |
| * Jointly creating a report/s for the committee
 | * Providing documents for grant submission
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**WH& S and Covid Compliance** – Sub Committee role

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| * Acquiring and keeping up to date knowledge of WH&S matters
 | * Assisting with developing procedures that meet safety guidelines
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| * Understanding of hazards and risks associated with the association
 | * Creating and updating documents as required
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| * Updating Covid Safe plans as required
 | * Liaising with committee
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**Work shop and events** - Sub committee role

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| --- | --- |
| * Organising calender of events
 | * Planning workshops
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| * Liaising with committee and working under their direction
 | * Undertaking conveynor role if required
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**Members Exhibition** - sub committee / multiple roles An exciting new direction !

|  |  |
| --- | --- |
| * Planning, preparation and discussion: forming a team
 | * Following timelines/working to deadlines
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| * Advertising and promotion
 | * Installation of pieces
 |
| * Engaging sponsors
 | * Liaising with committee
 |

**Members Benefits Officer** – Sub committee role

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| --- | --- |
| * Gathering member feedback
 | * Identifying engagement opportunities
 |
| * Creating a schedule
 | * Informing members
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Interested! Want more information!

All roles will be supported by other committee members

The undertaking of these roles will be rewarded with different levels of member’s benefits.

Please get in touch: Have a chat with John or Jill

Email Paige: secretary@goldcoastpotters.com

