

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 |
| * Celebrating the success of members | * Assisting with the website |
| * Monthly attendance of committee meetings | * Contributing to valuable discussion and representing member views |
| * Taking photos/receiving member’s photos | * Mailchimp |

**Grants Officer** – Sub committee role

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| * Research funding opportunities | * Complete and submit funding proposals |
| * Review proposals for compliance and elegibility | * Liaise with community groups and stakeholders |

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 |

**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 |
| * Understanding of hazards and risks associated with the association | * Creating and updating documents as required |
| * Updating Covid Safe plans as required | * Liaising with committee |

**Work shop and events** - Sub committee role

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| * Organising calender of events | * Planning workshops |
| * Liaising with committee and working under their direction | * Undertaking conveynor role if required |

**Members Exhibition** - sub committee / multiple roles An exciting new direction !

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| * Planning, preparation and discussion: forming a team | * Following timelines/working to deadlines |
| * 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 |

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](mailto:secretary@goldcoastpotters.com)

