

## ***Description of Volunteer Role***

### ***Fundraising***

<b>Position Title</b>	Marymead Auxiliary Member
<b>Reports to</b>	Communications & Fundraising Unit Manager
<b>Location</b>	Narrabundah
<b>Position No.</b>	VFAX1
<b>Description of Project/Purpose of Assignment:</b>	
<p>The Marymead Auxiliary (the Auxiliary) has provided valuable fundraising support since 1967 with events such as the Annual Fete, Autumn and Spring Plant Sales, Cards and Tennis days, Monster Garage Sales and the Government House Spring Morning Tea.</p> <p>If you've left the workforce, are interested in fundraising and want to meet new people, consider joining the Auxiliary. You'll be glad you did!</p>	
<b>Outline of Volunteer's Responsibilities or List of Tasks</b>	
<p>The successful volunteer will assist with:</p> <ul style="list-style-type: none"> <li>• The organisation of Auxiliary fundraising events</li> <li>• Attending Auxiliary meetings and events</li> <li>• Promoting awareness of the Marymead Auxiliary and Marymead programs within the community</li> <li>• General assistance as required</li> </ul>	
<b>Outcomes/Goals:</b>	
<p>Our goals are to:</p> <ul style="list-style-type: none"> <li>• Expand the Auxiliary base to ensure that membership does not significantly reduce in the future</li> <li>• Allow the continuation of the fantastic fundraising work that the Marymead Auxiliary does</li> <li>• Further promote and extend the positive reputation that the Marymead Auxiliary has established within the Canberra community</li> </ul>	
<b>Training and Support Plan:</b>	
<p>You will be supported by the rest of the Auxiliary members and the Marymead Communications and Fundraising Unit.</p> <p>No specific training is required for this role.</p>	
<b>Reporting:</b>	
<p>Depending on your role within the Auxiliary, you may be required to provide reports relating to finance or meeting minutes.</p>	
<b>Time Commitment:</b>	
<p>The Marymead Auxiliary currently meets with Marymead staff at the Narrabundah site on the first Thursday of every month (except January) from 10:00am – 11:30am. You can attend as many meetings as you are able to.</p> <p>Event related meetings are held as required. You can attend as many meetings as you are able to. Dates and times for these meetings are arranged out of main meeting sessions.</p>	

**Qualifications, Experience, Qualities or other requirements:**

This role would suit someone with an interest in:

- Community events
- Contributing to Marymead’s programs through fundraising
- Meeting new people and making social connections

To be considered for this role you will be required to have a current and satisfactory police check (undertaken by Marymead), an ACT Working With Vulnerable People Card and to sign Code of Conduct paperwork.

**Benefits:**

The benefits of this role include:

- Knowing you are contributing to a well-respected, not-for-profit organisation that delivers high quality family support services to children, young people and their families
- Meeting new people
- Developing new skills
- Being involved in fun activities
- Free onsite (Narrabundah) parking

<b>Developed</b>	SPVC <b>16 July 2020</b>
<b>Approved</b>	Marketing Manager <b>17 August 2020</b>
<b>Reviewed</b>	Student Placement and Volunteer Coordinator <b>20 July 2020</b>