



Volunteer Roles

December 2021

Summary

Resilient Blue Mountains is community-led and powered by volunteers!

This is an opportunity to really participate in your community and use your skills (and learn new ones) to contribute towards our vision of a resilient and sustainable future.

A range of roles have been identified by the working groups within Resilient Blue Mountains. These are listed below, with a link to a [form](#) where you can let us know what you are interested in. Also:

- More information about how we work together is available in the [Governance Handbook](#), and if you are interested in a role, it is recommended that you take a look through this key document.
- We acknowledge that we are all volunteers, fitting these roles into our busy lives. It is important that we provide assistance and support where needed within the group. If at any stage after taking on a role, you are feeling overwhelmed and/or unable to continue, please let the Anchor Group or Group Coordinator know and we will do all we can to support you and/or find an alternative person to pick up the duties.
- More than one person can share a role.
- Term: People are appointed to roles for one year with an opportunity to renew, with roles being appointed (in general) for the financial year.
- *Denotes this role is currently vacant or is being recruited.

Role	Duties and responsibilities
<p>Group Coordinator (currently filled by Serena Joyner)</p> <ul style="list-style-type: none">- Looking for a co-coordinator- Can be shared- By expression of interest and selected by the Anchor Group	<ul style="list-style-type: none">● Primary responsibility for group organising● Planning/ strategies for group sustainability● Convenes group meetings● Coordinates venues/ times to maximise attendance● Prepares meeting Agenda with Secretary● Maintains group focus on strategy, timelines, meetings & events● Identifies and develops other key roles● Identifies and transitions members into key roles● Builds relationships with like-minded organisations● Participates in, and coordinates other members to participate in, relevant professional and community networks● Reports and gives feedback to the group at each meeting● Takes all relevant information to the Anchor Group for decision making

Secretary (currently supported by BMCC)	<ul style="list-style-type: none"> ● Prepares the Agenda with Group Coordinator and sends out before meetings ● Takes the Minutes at meetings ● Prepares and sends the Minutes after meetings ● Keeps updated record of Actions List ● Passes on relevant information to the Group Coordinator ● Reports and gives feedback to the group at each meeting
Meeting Facilitator (currently filled by David Christie)	<ul style="list-style-type: none"> ● Follows the Meeting Agenda to ensure meetings run efficiently and to time ● Ensures there is a balance within the meetings of members needs and group needs to make timely and practical decisions and actions ● Ensures the communications within the meetings are healthy and respectful ● Encourages members to participate in discussions fairly to promote a healthy group culture
Working Group Coordinator*	<ul style="list-style-type: none"> ● Maintains communication with the Working Group Conveners ● Oversees the process of introducing new members to working groups ● Coordinates the combined Working Group Meetups ● Supports Working Groups, responding to requests for practical help (e.g. zoom access, venues, email lists) ● Channels communications between Working Group Conveners and Anchor Group ● Facilitates introductions to organisations and people across the RBM network (including Council) depending on WG needs ● Reports and gives feedback to the group at each meeting
Membership/ Recruitment Coordinator (currently filled by Lyn Sinclair)	<ul style="list-style-type: none"> ● Welcomes new group members with email/ newsletter ● Keeps updated Membership List ● Builds relationships with group members with a view to recruitment and retention, together with Group Coordinator/ Communications Coordinator ● Reports and gives feedback to the group at each meeting
Communications /Social Media Coordinator*	<ul style="list-style-type: none"> ● Manages FB Page/ Administrator (jointly with others) ● Manages Website (jointly with others) ● Sends out emails/ newsletter to group members ● Builds relationships with group members with a view to recruitment and retention, together with Membership/ Recruitment Coordinator & Group Coordinator ● Reports and gives feedback to the group at each meeting
Collaboration Technologist (currently filled by David Taylor)	<ul style="list-style-type: none"> ● Manages and monitors IT required for RBM-internal collaboration, including Slack channels and email groups

Newsletter Publisher*	<ul style="list-style-type: none"> ● Liaises with the Group Coordinator, Communications Coordinator, Festival Coordinator and Working Group Coordinator to identify stories and event items for promotion ● Collects relevant events, surveys, campaigns and stories from partners and associate members for publishing ● Prepares regular Newsletter content and layout for distribution to members ● Prepares and publishes short alerts when required ● Formats newsletter (with some html editing) using Action Network. Tests, targets and schedules newsletter for sending out.
Treasurer (currently filled by Laurie Facer)	<ul style="list-style-type: none"> ● Oversee income/ expenses for the group ● Maintains a simple balance sheet of income and expenses ● Tables the balance sheet /reports to the group at each meeting
Events Coordinator*	<ul style="list-style-type: none"> ● Ensures effective planning and delivery of the group's events ● Informs/ updates the group of current events and progress ● Develops Events and Events projects or sub groups as required ● Publishes events on Action Network and Facebook ● Promotes events to appropriate audiences ● Reports and gives feedback to the Anchor group at each meeting
Media/ Publicity Coordinator*	<ul style="list-style-type: none"> ● Writes and lodges articles for local papers for upcoming group events ● Facilitates local radio coverage for RBM speakers ● Ensures there is sufficient coverage and promotion of upcoming events in local media, social media channels, and other appropriate outlets ● Where posters are required to advertise and promote an event, obtains printing quotes and ensures adequate time to oversee distribution throughout area ● Reports and gives feedback to the group at each meeting
Working Group Convener*	<ul style="list-style-type: none"> ● Coordinate meetings for their working group ● Maintain contact details of working group membership ● Ensure members are connected by email or other method, for the purposes of sharing information and meeting notifications ● Liaises with the Working Group Coordinator regularly on updates, any support needed, working group plans and activity

	<ul style="list-style-type: none"> ● Reports and gives feedback to the Anchor group when required
<p>Festival of Resilience Roles</p>	
<p>Festival of Resilience Coordinator (FoR)</p> <ul style="list-style-type: none"> - Currently filled by Serena Joyner - looking for a co-coordinator or lead coordinator - Can be shared - By expression of interest and selected by the Anchor Group 	<ul style="list-style-type: none"> ● Ensures effective planning and delivery of the Annual Festival of Resilience Event ● Convenes and coordinates the Festival Working Group ● Informs/ updates the Festival Working Group of current events and progress ● Develops roles, projects or sub groups as required ● Maintains group focus on strategy, timelines, meetings & events ● Identifies and transitions members into key roles (Events coordinators, PR/social media, Sponsorship, Community and volunteers) ● Oversees the Festival communications and promotion strategy with the relevant FoR coordinator ● Liaises with BMCC over strategy and budget ● Builds relationships with like-minded organisations and events ● Reports and gives feedback to the Anchor group at each meeting
<p>Events coordinators (FoR)*</p>	<ul style="list-style-type: none"> ● Design and plans the event in line with the goals of the Festival. And with the support of the FoR WG. ● Ensures effective planning and delivery of a nominated event as part of the FoR ● Coordinates with all other members of the FoR WG to support this event and the festival overall. ● Identifies tasks that need to be delivered by others and delegates these in a timely, clear and collaborative way.
<p>Communications coordinator (FoR)* - PR/social media/promotion</p>	<ul style="list-style-type: none"> ● Co-designs the communication and promotion strategy ● Coordinates media stories and advertising ● Updates the website blog regularly ● Manages and updates social media ● Recruits, trains and delegates other team members to support the PR and social media for the festival.
<p>Sponsorship coordinator (FoR)*</p>	<ul style="list-style-type: none"> ● Co-designs a sponsorship program with the FoR WG ● Produces material to support the rollout of a sponsorship program ● Approaches suitable sponsors across the Blue Mountains and beyond to invite participation in the Sponsorship program ● Manages the program including communication with sponsors through to the end of the 2022 festival and into the transition to the 2023 festival.

	<ul style="list-style-type: none"> ● Maintains communication (newsletter?) with sponsors/potential sponsors to keep them in the loop and connected to the Festival
Community coordinator (FoR)*	<ul style="list-style-type: none"> ● Supervises and coordinates the community EOI program ● Acts as key community contact for inquiries and community event concept exploration ● Proactively seeks out community events and other festivals that might be suitable for including under the FoR umbrella ● Maintains communication (newsletter?) with community event holders to keep them in the loop and connected to the Festival
Volunteers coordinator (FoR)*	<ul style="list-style-type: none"> ● Key contact for volunteers ● Makes contact with volunteers to discuss their preferences ● Maintains a volunteer database (we collect volunteer data through Action Network, spreadsheets can be downloaded and managed separately) ● Coordinates volunteer placement in support of the roles above, the festival events and other related activities ● Coordinates recruitment volunteers, especially to particular roles. ● Maintains communication (newsletter?) with volunteers to keep them in the loop and connected to the Festival