

Volunteer Role Description

Job Title:	Event Secretary & Compliance Coordinator	Reports To:	Relay Chair/Staff Partner
Work Unit:	Relay For Life	Location:	Variable
Agreed Day(s):	Variable	Agreed Hours(s):	2 – 4 hours per week (variable depending upon time to event)

Description of Role:

Member of the Relay Leadership Team. This role is vital to the smooth running of, and open and clear communication within, the committee. It is also responsible for overseeing the important area of OH&S, Risk Management and Department of Gaming and Racing compliance across all committee roles and the event as a whole. This role's primary responsibility is to prepare and distribute meeting agendas and minutes, undertake risk assessment of venue and prepare risk assessment and contingency plans.

Main tasks and responsibilities:

- Read the Event Secretary & Compliance Coordinator Guidebook.
- Attend Committee meetings.
- Undertake with Chair and Committee the Recruitment Wheel to identify segments of the community with potential for growth.
- Undertake sphere of influence tool with all Committee members to identify those that might have contacts within certain communities.
- Recruit teams and survivors to the event.
- Ensure that the on-line tool is promoted to, and by, the entire committee.
- In consultation with Relay Chair prepare meeting agendas and prepare and distribute together with minutes of committee meetings.
- Undertake general meeting and administration tasks to ensure smooth running of committee meetings.
- Promote communication between all committee members.
- Assist Sub Committee/Committee members as required.
- In conjunction with Logistics Coordinator undertake review of venue to agree location of key sites such as registrations, candle bag sales and also undertake risk assessment.
- In conjunction with teams coordinator, agree process and staffing for on-the-day registrations.

Useful Skills:

- Solid note taking and/or administration skills.
- Strong written and verbal communication skills.
- Experience facilitating and organising meetings, workshops, forums etc.
- Experience in planning and organising events.

Benefits of the Role:

- Opportunity to work with Cancer Council Tasmania in its mission – to defeat cancer.
- Outstanding opportunity to engage with all areas of your local community
- Opportunity to work within a community organisation and to work with other volunteers.
- Opportunity to learn and develop new skills.
- Further growth opportunities exist within volunteer arena

AGREEMENT

I, _____ agree to accept the position of _____

Signature:		Date:	
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Reviewer and date:	Alicia van Ek, State Manager RFL, June 2024
Date Filled:	Name of Volunteer :