



VOLUNTEERING OPPORTUNITIES

| CLUB INFORMATION | | | |
|--------------------------|---|-------------------------|----------------------------|
| Organisation Name | Chester Gladiators Rugby League Football Club | | |
| Contact Name | Jim Green | Telephone Number | 07512 355396 |
| Contact Address | Chester RUFC, Hare Lane, Littleton, Chester | | |
| Post Code | CH3 7DB | Email | info@chestergladiators.com |

| VOLUNTEER ROLE DESCRIPTION | |
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| Opportunity Title: Membership Secretary | |
| Opportunity description: The role of the Membership Secretary is to manage all aspects of membership including administration, liaison with members, and liaison/negotiation with insurance company as well as dealing with any insurance claims. | |
| Duties of role: <ul style="list-style-type: none"> • Collect and acknowledge membership subscriptions • Keep records of paid up members • Liaise with Treasurer on financial aspects • Liaise with coaches and Secretary to ensure players are paid up members • Negotiate and deliver a cost effective benefits package • Ensure regular communication with members • Help recruit new members and chase up lapsing members • Deal with insurance matters relating to any claims | |
| Who do the volunteers need to report to? Club Committee | |
| Please state the day(s) and times required for volunteering: Approximately two hours per work during the season with additional time to issue and collect membership forms and subscriptions | |
| Preferred age range of volunteer: 16+ | |
| Anticipated duration of role: March to September | |

| PERSONAL QUALITIES, SKILLS & EXPERIENCE | | | |
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| Personal Qualities | <ul style="list-style-type: none"> • Great communicator • Great organiser • Confident, with good leadership skills • Approachable | Desirable Qualifications | <ul style="list-style-type: none"> • None |

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| | and friendly <ul style="list-style-type: none"> • Able to manage a membership database | | |
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Training Support – please state any training available: Club will seek to aid continuous development of volunteers skills by contributing towards costs of undertaking relevant qualifications and courses wherever possible.

Expenses – details of travel/ expenses offered to volunteers and leaders: Role related expenses will be reimbursed

VOLUNTEER POLICIES & PROCEDURES

Insurance – Will volunteers and leaders be covered on the organisations insurance? Yes

Membership – Will volunteers be offered temporary free membership of the club? Yes
(For club liability insurance purposes)

Risk – Does your organisation complete regular Risk Assessments for all venues used? Yes

Child Protection Policy – Does your organisation have a current Child Protection Policy? Yes

Vetting – Does your organisation carry out Criminal Record Bureau (CRB) checks? Yes

**Work with children
(under 18) involved:**

Yes

**Work with adults
involved:**

Yes

Work with people with a disability involved:

No