

Position Description –VOLUNTEER HOURS AUDITOR

Status	Holds a position within the Operations functional area
Key Objective	<i>To assist with the implementation of BHC's volunteer / fundraising contribution schemes by maintaining a centralised record of player volunteer and fundraising contributions</i>
Responsibilities	<ul style="list-style-type: none"> • Maintain a central database/spreadsheet record of volunteer / fundraising contributions within BHC • Be the central point for return of completed player volunteer/fundraising record sheets and verify claimed volunteer hours served / fundraising \$\$ raised by obtaining the contribution lists from each of the coordinators of major fundraisers and events, including: <ul style="list-style-type: none"> ○ canteen coordinator ○ Entertainment Book Coordinator ○ Chocolate Coordinator ○ Trivia Night ○ Supporters Days ○ Bunnings Sausage Sizzles ○ Other, as notified by the management committee • Communicate and liaise with committee members regularly (Treasurer and Volunteer Manager in particular) and coordinators of all major fundraisers and/or events. • Communicate with players regularly (via emails from the club secretary or through team managers) and remind them of the requirement to return 2011 Individual Volunteer / Fundraising Record sheets (in order to be refunded) • Assist with identifying volunteers who may need to be recognised for their exceptional contributions • Assist with recognising and thanking all volunteers • Assist volunteer Manager (if appointed)
Key Skills / Experience	<ul style="list-style-type: none"> • Proactive communication skills • Ability to use Word, spreadsheet and email systems. • Good organisational skills
Accountability	<ul style="list-style-type: none"> • BHC Management committee
Relationships	<ul style="list-style-type: none"> • Management Committee (in particular: Treasurer , Vice President Operations and Vice president Policy and Procedure) • Coordinators of major fundraisers and events • Canteen coordinator • Club volunteers

Relevant Policies & Procedures	<ul style="list-style-type: none"> Be aware of the content of, and abide by, these policies / Procedures <table border="1" data-bbox="531 255 1406 383"> <tr> <td data-bbox="531 255 987 300"><i>Codes Of Conduct</i></td> <td data-bbox="987 255 1406 300"><i>BHC's Strategic Plan 2010-2012</i></td> </tr> <tr> <td data-bbox="531 300 987 383"><i>BHC Volunteer / Fundraising philosophy</i></td> <td data-bbox="987 300 1406 383"><i>BHC Rules of Association</i></td> </tr> </table>	<i>Codes Of Conduct</i>	<i>BHC's Strategic Plan 2010-2012</i>	<i>BHC Volunteer / Fundraising philosophy</i>	<i>BHC Rules of Association</i>
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Terms	<ul style="list-style-type: none"> Must be available for one playing season Reduced playing fee, in accordance with the approved Volunteer Discount Schedule, Free Officials shirt (or item as approved for the current year's volunteer workforce) 				
Resources	<ul style="list-style-type: none"> Out of pocket administration and phone expenses, as approved by the committee at season commencement Advertised volunteer refund 				
Training	<ul style="list-style-type: none"> Induction from previous volunteer coordinator ??? 				
Tips	<ul style="list-style-type: none"> Be pro-active in communications with the coordinators of fundraising activities and club events Be proactive in reminding players to return their 2011 Individual Volunteer / Fundraising Record sheets Maintain confidentiality on relevant matters 				

Tasks

In addition to the general communication and administration responsibilities outlined above the following key tasks are required at various times of the year (guide only).

Month	Key Tasks
Dec	•
Jan	•
Feb	•
March	• Record hours worked on Coach / Manager folder preparation
April	• Record volunteer hours for Entertainment books
May	• Record volunteer hours for supporters day
Jun	• Record \$\$ raised through chocolate sales
Jul	•
Aug	• Record volunteer hours for end of season events
Sep	• Record volunteer record for bunnings sausage sizzle
Oct	•
Nov	•

SIGN OFF

I have read and understood all the policies, procedures, incorporation, and legislation requirements expected of this position.

I hereby agree that I am able to carry out the requirements as detailed and I agree to uphold the vision, values, goals and policies of the organisation that elected me to this position.

I hereby agree to attend meetings, if required, and carry out organisation functions required of my position.

I **accept** that if I am unable to complete my responsibilities in accordance with the determined expectations, that I **will vacate** the position immediately; and/or acknowledge the organisation will have the right to declare the position vacant

Position Holder

<i>Name</i>	<i>Signature</i>	<i>Date</i>
_____	_____	_____

Witnessed by

<i>Name</i>	<i>Signature</i>	<i>Date</i>
_____	_____	_____