

# ENROLMENT PRIORITIES FOR ALL VOLUNTEER TASKS FOR 2018

## LEVEL 1

### *Committee of Management members*

**Committee Appointments (40+ hours per year):** Deputies to COM positions; Members of subcommittees; Functions coordinator; Volunteer coordinator; Special events coordinator; Health and Safety officer; Equal Opportunity officer; Risk reduction manager; Membership survey coordinator. Summer School coordinator; Class representative coordinator; Tutor coordinator; Migrant English coordinator; Mobile Phone coordinator; Timetable manager; Brochure Producer.

**Programs (15+ sessions per year):** Class tutors; Migrant English tutors.

**Office (40+ hours per year):** Office roster management; Office staff replacement.

**Enrolments (40+ hours per year):** Data base management; Registration of enrolments; Production of membership lists for all required purposes.

**Publications (40+ hours per year):** Editing newsletter; Formatting newsletter; Coordinating distribution of newsletter; Archive management.

**Equipment (40+ hours per year):** Equipment maintenance coordination.

**Functions and Events (40+ hours per year):** Functions manager; Special events manager.

**Other Committee appointments:** Life members; Distinguished service awardees; Members 90+ years old.

## LEVEL 2

**Committee Appointments (20 – 39 hours per year):** Deputies to COM positions; Members of project teams; Members of subcommittees; Health and Safety management; Risk Reduction management; Auditor; Banking/Petty Cash; Display cabinets; Building security; Name tags production.

**Programs (7-14 sessions per year):** Class tutors; Substitute tutors; Associate tutors (Strength Training); Tutor assistants (Computer, Dancing, Tai Chi, iPads).

**Other program tasks (20-39 hours per year):** Migrant English tutors; Mobile phone tutors; Class pigeonholes; Timetable management.

**Other program tasks (3-4 terms per year):** Class representatives.

**Office (7-14 sessions per year):** Office staff replacement: Office duty.

**Enrolment (20-39 hours per year):** Data base management; Registration of enrolments; Production of membership lists for all required purposes.

**Publications (20-39 hours per year):** Editing newsletter and/or brochure; Formatting newsletter and/or brochure; Distributing newsletter and/or brochure; Archive management.

**Equipment (20-39 hours per year):** Equipment maintenance/supervision.

**Functions and Events (20-39 hours per year):** Function team members; Events team members.

## LEVEL 3

**Committee Appointments for the following responsibilities (10-19 hours per year):** Notice boards; Photography; Library; Kitchen supplies; Office supplies; Furniture repairs; Waste Paper disposal; Doncare food donations delivery; Building security.

**Programs (3-6 sessions per year):** Class tutors; Substitute tutors; Associate tutors (Strength Training); Tutor assistants (Computer, Dancing, Tai Chi, iPads).

**Other Programs (10-19 hours per year):** Migrant English tutors; Mobile phone tutors; Class pigeonholes; Timetable management.

**(1-2 terms per year):** Class representatives.

**(3-4 terms per year):** Deputy class representatives.

**Tutor nominees (3-4 terms per year):** Class equipment operators; Wall operators; Furniture movers.

**Office (3-6 sessions per year):** Office staff replacement; Office duty; Data entry.

**Enrolment (10-19 hours per year):** Data base management; Registration of enrolments; Production of membership lists for all required purposes.

**Publications (10-19 hours per year):** Editing Newsletter and/or brochure; Formatting Newsletter and/or brochure; Distributing Newsletter and/or brochure; Archive management.

**Equipment (10-19 hours per year):** Equipment maintenance/supervision.

**Functions and Events (10-19 hours per year):** Function team members; Special events team members.

**Other Committee appointments:** 80-89 year olds.

#### LEVEL 4

**COM Appointments (1-9 hours per year):** Notice boards; Photography; Library; Kitchen supplies; Office supplies; Furniture repairs; Paper disposal; Building security.

**Programs (1-2 sessions per year):** Tutors; Substitute tutors; Associate tutors (Strength Training); Tutor assistants (Computer, Dancing, Tai Chi, iPads).

**(2-9 hours per year):** Migrant English tutors; Mobile phone tutors; Class pockets.

**(1-2 terms per year):** Deputy class representatives.

**Tutor nominees (1-2 terms per year):** Equipment managers; Wall closers/openers; Furniture.

**Office (1-2 sessions per year):** Office duty; Data entry.

**Publications (2-9 hours per year):** Editing Newsletter and/or brochure; Formatting Newsletter and/or brochure; Distributing Newsletter and/or brochure; Archive management.

**Equipment (2-9 hours per year):** Equipment maintenance.

**Functions and Events (2-9 hours per year):** Function team members; Special events team members; Catering/function assistants; Catering- 2 plates of food per year.

**October 2017**