



COOROORA WOODWORKERS CLUB Inc.

VOLUNTEERING

Introduction

The Club needs its members to volunteer. Many roles need to be filled and tasks undertaken for it to offer an enjoyable and rich Club experience while keeping fees low. The Club cannot operate effectively by relying only on its current annual membership fee (\$80). This figure would need to treble for that to be the case, and even then, it would be operating on a basic level only.

Roles and tasks

At **Attachment 1** is a list of the roles and tasks the Club needs to fill to meet its statutory requirements, be able to offer its members an enjoyable woodworking club experience and deliver this experience sustainably for a reasonable annual membership fee. The following comments apply to the roles and tasks.

1. ***Every member can volunteer for at least one role/task.*** Employment status (or from another angle, retirement status) does not preclude a member from volunteering. Every member can volunteer for at least one role or task.
2. ***Roles/tasks can have more than one volunteer doing it.*** The nature of some tasks (e.g. parking marshalling) requires many volunteers. Other roles/tasks appear to be a 'one person job', but are not. For instance, the Newsletter Editor role – there can be Assistant Editors? If a member wants to volunteer for a particular role because they have an interest in it, then they can, even if the role is already filled. The Club has NEVER said 'no thanks' to a volunteer.
3. ***No previous experience is required.*** On-the-job training, mentoring and duty statements are available. "I can't do that job because I am not an experienced woodworker" is not an excuse for not volunteering. Yes, some roles require a knowledge of woodworking, but if you want to volunteer, you can be an assistant and learn 'on-the-job'.
4. ***Length of time in the Club is not a prerequisite.*** For some roles/tasks, a member can volunteer the day after joining the Club. Volunteering is a good way to get involved in the Club faster than just coming into the workshop once a week or a few times a month.

Expectations

The Management Committee cannot *make* people volunteer, but it does expect all members to give the Club a couple of hours a year. It is understood some members will be unable to volunteer often or on an on-going basis. However, to volunteer NO time over the membership year is considered unreasonable and unacceptable.

How to volunteer

For fund raising events, the Committee calls for volunteers via a circular, which will provide the Club's Point of Contact (POC) details. Members register their commitment with the POC.

For on-going roles/tasks, an interested member should contact the President or Secretary to indicate their interest and discuss options.

Filling rosters

If there are insufficient volunteers to fill a fund-raising event roster, the POC may 'cold call' members and allocate them a task/day/time. Members can negotiate the arrangement to better suit them. If they cannot meet the allocated commitment, they are likely to be asked when they would be able to next volunteer.

No volunteers

Other than fund raising activities, a role/task will not be done if there is no volunteer to do it. For instance, if the Librarian's role falls vacant and there is no volunteer to take on the role, then the library will be closed until there is a volunteer. Similarly, if there is no Newsletter Editor, there will be no newsletter published.

Final thought

For the Club's 2023 Annual Woodcraft Show, less than 10 out of 200 members could find a free 2 hours on a Friday or Saturday to fill the canteen roster. It is the Club's premier event and a significant funds earner. Not filling the various rosters to run the Show was disappointing and discouraging for the Show organising committee.

Volunteering is fun and rewarding – for the Club and the individual. Club members are expected to step up and volunteer, and not leave it to someone else to do the work.

Roles and tasks to be filled by volunteers

(NOT in order of importance – ALL are important)

Role/Task	What's involved
Management Committee	<p>The Committee is made up of nine positions: President, Secretary Treasurer are mandatory under <i>the Associations Incorporation Act 1981</i>. The remaining positions are Vice President (also Club H&S Officer), Workshop Supervisor, Milling Supervisor, Membership Officer, and 2 Ordinary Committee members.</p> <p>The job is on-going and regular – monthly meetings plus dealing with a steady trickle of emails between meetings. Duty statements available.</p>
Newsletter Editor	<p>The Club aims to produce 6 newsletters a year. The Editor is responsible for compiling articles and reports and producing a PDF version for the Secretary to distribute. While there are a couple of 'must haves' in the newsletter, the Editor has free rein regarding the format, content and presentation of the newsletter. Note: The Editor <i>compiles</i> the newsletter. They do not have to write the newsletter.</p> <p>The job is on-going and regular (bi-monthly).</p>
Cashier	<p>Helps the Treasurer with accounting for and banking cash and keeping track of EFTPOS sales. Two pre-requisites for this job are: (1) no criminal convictions for fraud or embezzlement; (2) NOT currently the subject of an ASIC investigation. Just joking, it's OK if you don't meet these requirements. ☺</p> <p>The job is on-going and regular.</p>
Timber sales coordinator	<p>When a member wants to buy a slab (or two) of timber from the Club's stock, they contact this person. This person needs to know what timbers are stored at the Club's Johnson Court timber yard, and where the requested timber might be in the yard. Also, they manage payment for the timber.</p> <p>The job is on-going but irregular. Need to be able to respond to requests for information and assistance.</p>
Club raffle organiser	<p>A raffle is run at each Club General Meeting. Three prizes are offered. This person finds the prizes (normally timber pieces) and runs the raffle at the meeting.</p> <p>The job is regular (bi-monthly).</p>
Consumables Commissar	<p>The Clubhouse has a kitchen and toilet. The Club offers morning tea facilities each day the Club is open. The Commissar keeps track of the consumables and replenishes them when needed, usually from the Cooroy IGA. The three most important consumables are toilet paper, tea/coffee and biscuits.</p> <p>This job is not trivial – running out of biscuits for morno's creates much angst amongst Club members. ☺</p> <p>The job is on-going but not onerous and you get to buy YOUR favourite biscuits.</p>
IT Guru(s)	<p>The Club has a website and email accounts. Also, it has a computer and printer in the Office. The IT Guru helps keep the Club's IT systems working smoothly. The Club needs more than one IT Guru. A small team is highly desirable.</p> <p>The job is 'on demand' so the commitment is totally controlled by the Guru.</p>
Librarian	<p>The Club has a library, a legacy from the good ol' days when information was stored in books. The Club still has a sizable holding of books and magazines that needs to be culled, with the kept books managed. Also, the Club subscribes to a couple of woodworking magazines, which need to be catalogued. All this info is a waste if no-one knows about it. This is a job that the occupant can shape.</p> <p>Irregular job – up to the occupant to decide how to manage the Club's books. & mags.</p>
Public Relations Officer	<p>The Club gets requests/enquiries from the public, usually via the website, regarding woodwork-related projects. These requests are varied and interesting – bespoke toys, restoration of antiques, furniture making, and so on. The PRO attempts to find</p>

Role/Task	What's involved
	someone in the Club interested in doing the project and connects them with the requester. This job is on-going, but irregular.
Courses Coordinator	The Club offers members courses on several aspects of woodworking. The Courses Coordinator creates courses where there is a demand and creates and manages course schedules. They manage nominations and place nominees in courses . This job is on-going.
Accreditation Czar (Coordinator)	This role involves managing the Club's accreditation system, including creating instruction checklists for each machine requiring an accreditation and ensuring all accreditors are up-to-speed. Role is on-going.
Accreditors	Selected Club members are appointed by the Committee to be accreditors to conduct sessions and issue accreditations to members. Members can't <i>volunteer</i> to be an accreditor, but when approached by the Committee, they can say "yes, love to". Role is on-going but somewhat irregular.
Induction Officer(s)	On joining, a new member MUST do an induction BEFORE they can do anything in the Kilns. The induction involves a run through the Clubhouse and the Kilns, including the dust extraction system. Role is on-going but irregular. The Induction Officer needs to have a good handle on what the Club does and how things work. We need more than one Induction Officer.
Club Fashionista (aka Club Clothing Manager)	The Club has a small range of very fetching Club clothing and accessories– caps, polo shirts, workshop aprons. Items need to be accounted for. When required, orders need to be placed to replenish stock. This task does not need to be done 'everyday', but stock needs to be monitored and orders placed when required. This job is irregular and done on an 'as required' basis.
Duty Officer Roster Meister	The CDO and WDO rosters are done monthly, a few weeks in advance. When gaps appear, replacements are sought. If replacements can't be found, the Roster Meister notifies the Secretary who notifies the membership that the Club facility will be closed on those dates. This job is on-going and regular.
Workshop and Clubhouse Duty Officers (WDO, CDO)	The Club aims to have the two facilities open 9am-12 noon six days a week. A WDO and CDO must be <i>on station</i> for the facilities to open. To do this, we need <u>a minimum of 12 Duty Officers every week</u> . For the rosters to operate effectively, more than 12 names are required to have reserves available to fill an unexpected vacancy. People can volunteer for as many (or as few) sessions as they like. You need to have a sound knowledge of woodworking equipment and safe working practices in the workshop. Ability to tell people directly to stop doing something because it is stupid or incorrect (or both) is required. Duty statements and mentoring available.
Lions Club Parking Marshal Roster Meister	Currently, the Club provides parking marshals to support the Lions Club-run pop-up car park at Noosa Heads during selected school holidays. These events run for several weeks and require many 10's of volunteer parking marshals. This is the Club's biggest fund raiser. If we do a good job, we are given first right of refusal to get a 'slice of the action'. Managing the roster is a key element of the Club doing a good job. On an 'as required' basis. Currently, twice a year – Xmas-NY & Easter holiday periods.
Lions Club Parking Marshals	Volunteer parking marshals are required when the Lions Club requests our support. Expected to be twice a year – Xmas/New Year period (about 6 weeks) for this year and the 2024 Easter school holidays (about 2 weeks). This is the Club's biggest fund raiser. Many, many members are required to fill many, many shifts. Partners are allowed to volunteer as well. The good news is its FUN and an easy way to raise funds.

Role/Task	What's involved
Eumundi Markets Parking Marshal Coordinator	<p>The Club supplies parking marshals at Eumundi Markets on the first Wednesday of every month. The Club has a Coordinator for this fund raiser.</p> <p>This activity raises about \$5,000 a year for the Club. It needs to be well managed for the Club to continue to be asked to supply parking marshals. Role is on-going.</p>
Eumundi Markets Parking Marshals	<p>The Club needs volunteers who can commit 4-5 hours once a month at the Eumundi Markets car park.</p> <p>The commitment is on-going and regular (i.e. once a month or as often as you can commit your time).</p>
Annual Woodcraft Show Organising Committee and the running of the Show	<p>The Club runs a Woodcraft Show each Spring. The Show has become an important component of the Cooroy District's Community Activity calendar and has gained a reputation as a high class event. It is the Club's show-piece event.</p> <p>The Club establishes a small working group (6-8 people) to organise and run the Show. This job goes for about 5 months of the year.</p> <p>Volunteers are required to staff several rosters over the event's 2 days.</p>
Club Returning Officer	<p>The Club needs a Returning Officer to conduct elections at meetings, mainly the AGM. Currently, the Secretary approaches a likely candidate before the meeting.</p> <p>Do you want to be the Club's Returning Officer on an on-going basis?</p>
Social Events Maestro	<p>The Club runs a couple of social events through the year. The main one is a Club 'knees up' in early December. Also, 'thank you' BBQs for parking marshal volunteers and DOs are run. Usual job – catering, arranging helpers to set-up/pull down, procurement of food and beverages, and being the Fun Meister for the event. Usually held at the Clubhouse. Irregular task on an 'as required' basis.</p>
Machine maintenance	<p>The Club's machines need to be serviced and repaired when something goes wrong. You don't need to have an electrical or mechanical engineering degree or been a mining maintenance supervisor to help keep our machines ticking over. Without this support, machines will be off-line for longer, waiting for the technician to arrive, usually from Brisbane. Let the Workshop Supervisor know how you can help.</p>
Club Handyperson (aka Oddjob)	<p>Just as Auric Goldfinger needed Oddjob to do, well, odd jobs, so too does the CWC. When minor building maintenance needs to be done, it makes life simpler if the Committee has a go-to member to do the work.</p> <p>Irregular work. Note: a black belt in Karate is NOT a pre-requisite for this role.</p>
Milling Team, incl Milling Supervisor (C'tee position)	<p>The Club runs two saw mills every Wednesday morning at Ringtail Creek. Want to learn how to turn a log into slabs of timber? Come out to 93 Ringtail Creek Road and have a look. We need volunteers to operate the mills.</p> <p>The selling of these slabs is an important source of revenue for the Club.</p>
Log collection	<p>The Club mills logs donated by people living in the Cooroy/Eumundi/Pomona district. In most instances, the Club collects these logs and delivers them to the Mill. The Club has a trailer and reimburses the member for fuel.</p>
Club Historian	<p>The Club does not have a Historian but would like one. We need to document the history of the Club. Initially it will take a bit of an effort to compile the first 30 years of the Club, but after that it will be a less onerous role.</p>
Get involved, support Club activities	<p>Whilst it's not volunteering <i>per se</i>, being pro-active and positive helps the Club operate efficiently. Attending general meetings, providing feedback and suggestions, asking how you can support the Club, contributing items for competitions and offering to help make toys or be part of a work group on a community project all help with the running of the Club. Please offer to get involved. Don't wait to be asked.</p>