

## Possible VOLUNTEERING TASKS

Be clear about expectations from the roles, and then match time availability with skills. See Strategy to ensure induction and management strategy.

	Whats involved?	Frequency
Board/Committee members		
Rosters		
Volunteer manager		
Directors		
Scoring		
Standbys		
Partner management		
Dealing		
Liaison with NZB		
Bidding boxes		
Club notices		
Teachers		
Helpers at lessons		
Education admin		
Mentoring		
Kitchen helpers		
Dishes		
Tablecloths		
Member details		
Invoices for membership		
Welfare		
Member achievements		
It support		
Website updates		
Newsletter co-ordination		
Premises management		
Cleaning		
Rubbish Management		

[illegible]