



# Afrinspire Volunteer Roles

## The Committee

**All committee members are expected to make all reasonable efforts to committee meetings – there should be 4 of these a term. They are also expected to attend Afrinspire Student Society events wherever possible; there are likely to be between 4 and 6 of these per term, each lasting no more than a few hours.**

### Roles with a Minimum of 2-3 hours/week

#### Fundraising Volunteer:

- Introduction: This role will help Afrinspire to help African leaders. Every grant you successfully apply for will change African's lives. How would you like to find the funds to build a school for 50 children? Or to provide a water tank that will provide 5 families with clean, safe water?
- What does the role involve? Information about 10 of Afrinspire's key project areas has been formatted in a lay-out that is helpful and applicable for most grant applications. You will spend alternate weeks looking for grants which Afrinspire should be able to apply for, and then preparing the grant application to send off. When the grant application is ready to go you will send it to Ian (the chairman and founder of Afrinspire) to sign and send off.
- The role is largely independent and can be largely conducted in your own time and room, although you may wish to visit Ian or other volunteers every few months or if you need support or are having any problems.
- Skills required: ability to work independently, enthusiasm and perseverance.

#### Communications Volunteer:

- Introduction: This new role involves communicating more effectively with Afrinspire's donors by creating Afrinspire's newsletter. The newsletter, which has previously been the main form of contact with long-term donors, and is a key way of
- Act as a point of contact for general (member) enquires: aim to deal with each *within 3 days*.
- Maintain records of the society's membership including contact details for all the members.
- Responsibility for contacting society members and helping publicise events when required.

#### Administration and Assessment Volunteer:

- Update the task list and distribute this alongside the meeting's minutes.
- Act as a point of contact for general (member) enquires: aim to deal with each *within 3 days*.
- Maintain records of the society's membership including contact details for all the members.
- Responsibility for contacting society members and helping publicise events when required.

### Roles with a Minimum 1 day/week

#### • Fundraising Volunteer:

- Update the task list and distribute this alongside the meeting's minutes.
- Act as a point of contact for general (member) enquires: aim to deal with each *within 3 days*.
- Maintain records of the society's membership including contact details for all the members.
- Responsibility for contacting society members and helping publicise events when required.

#### • Communications Volunteer: Update the task list and distribute this alongside the meeting's minutes.

- Act as a point of contact for general (member) enquires: aim to deal with each *within 3 days*.
- Maintain records of the society's membership including contact details for all the members.
- Responsibility for contacting society members and helping publicise events when required.

#### • Administration and Assessment Volunteer: Update the task list and distribute this alongside the meeting's minutes.

- Act as a point of contact for general (member) enquires: aim to deal with each *within 3 days*.
- Maintain records of the society's membership including contact details for all the members.
- Responsibility for contacting society members and helping publicise events when required.