

# CAPABLE CLUBS SNIPPETS

## RECRUITING VOLUNTEERS AND COMMITTEE MEMBERS

### Overview

Having formalised job descriptions are an excellent way of attracting new volunteers and ensuring all roles are covered off by the committee. People are more likely to offer assistance or join a committee if they are fully aware of what will be required. A formalised organisational structure will make volunteer time more efficient and create an expectation of accountability for paid and non-paid club people.

### Brief Summary

1. Create an Organisational Chart to help determine what roles are currently in place and identify additional skills you would like to have on the committee
2. Use templates to develop job descriptions for both current and desired committee roles
3. Determine if job descriptions are required for other non-committee roles such as bar volunteers
4. Use the job descriptions to advertise for vacant roles within the club. You can promote online, although a personal phone call or face-to-face chat with people you think can fill the roles well will have the most success
5. When advertising be clear on the expected time commitment and what training or support will be offered. Fun and Enjoyment are two major motivators for people getting involved in volunteering



### Linked Resources

- [Organisational Chart Template](#)
- [President Job Description](#)
- [Vice President Job Description](#)
- [Club Captain Job Description](#)
- [Secretary Job Description](#)
- [Treasurer Job Description](#)
- [Health & Safety Coordinator Job Description](#)

### Key Points

1. Committees should be a mix of those willing to help around the club in a hands-on capacity but also those with strong governance experience to give the club strategic direction. Creating job descriptions will allow you to advertise for certain skills to join the committee at the AGM each year and ensure a broad range of expertise to help run the club
2. Job Descriptions should include Responsibilities & Duties, Knowledge & Skills Required, Estimated Time Commitment, and Reporting Lines
3. Remember that many volunteers don't have time (or the interest) to attend regular committee meetings but are still interested in helping the club in some capacity, so many roles don't need to be formal committee roles. Having a smaller governing committee along with utilising a number of smaller sub-committees (i.e. fundraising, social events, building/R&M projects) can often be more efficient and effective
4. When recruiting volunteers, personal contact will always have the most success. Identify people within your club who you feel may be well-suited for particular roles. That's not to say you never know what gems may come out of the woodwork if you just ask!