

VOLUNTEER POSITION	EVENT SUPPORT/GENERAL COMMITTEE MEMBER
PURPOSE	To ensure TMAGgots events run smoothly, safely and professionally, and always exceed expectations.
DUTIES/ACTIVITIES	<p>May include:</p> <ul style="list-style-type: none"> – organising food – organising beverages – setting up event – processing guests as they arrive – serving food – serving drinks – crowd control – overseeing audio visual requirements – documenting the event on video or camera – help with packing up event – help with clean up after event
SUPERVISOR	President and Events Officer.
ESTIMATED TOTAL HOURS	Approximately 2 events per month = roughly 8 hours per month.
PLACE OF WORK	Mostly TMAG, although will vary. See www.tmaggots.org.au/upcoming-and-past-events
SKILLS/QUALIFICATIONS REQUIRED	Good organisational and people skills required. Punctuality and reliability a must. You will need your own RSA certificate if you want to help behind the bar.
TRAINING OFFERED	RSA training can be arranged – please advise the Secretary if you are interested.
OTHER BENEFITS	Committee benefits include invitations to exclusive TMAG events, complimentary membership, and the opportunity to develop professionally, meet great people and experience terrific events!
INSURANCE	As a volunteer you are covered by the Tasmanian Museum and Art Gallery insurance policy.
REIMBURSEMENT	The TMAGgots will reimburse you for training that is approved by the Treasurer. If there are other out of pocket expenses such as food and beverages etc, please advise the President prior to purchase, who will make sure that you can be reimbursed. It is really important that you forward all receipts to the Treasurer for book-keeping purposes.
END DATE	This position will commence in -- for a 12 month period and will be reviewed in --.

Newbie signs here.....

El Presidente signs here.....

Date.....

The TMAGgots Inc.

The Tasmanian Museum and Art Gallery
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www.tmaggots.org.au

DEAR SECRETARY, PLEASE CHECK:

<input type="checkbox"/>	has filled in volunteer form
<input type="checkbox"/>	have received police check
<input type="checkbox"/>	has been entered on website