Member and Organization Operational Roster Procedure

Aim: To enable the [insert organization name] to function efficiently by using the talents and availabilities of willing volunteer members.

RATIONALE:

- Achieving our organization’s aims will rely on the active participation of members of the community. To this end, [insert organization name] will encourage and support the involvement of members within all its programs and activities;
- Members are an integral part of operations of the organization as the organization is not in a position to employ paid staff;
- Members who work in the organization, must, for insurance purposes, be financial members of the [insert organization name];
- All efforts will be made to match the member with the activity; and
- Rosters will be prepared in advance for member participation in the running of the organization.

ETHICS:

- No member will be excluded from any program that they are able to perform within the organization;
- All activities will rely on:
  - respect for others and for the policies and procedures of the organization;
  - co-operation between personnel; and
  - an understanding of the purposes of the organization.

GAINING MEMBERS

Possible ways of gaining members:
- personal invitation;
- friends and family;
- notice in front window;
- current members;
- accept offer of help from visitors to the museum;
- targeting particular members of the community;
- targeting members of other museum organizations; and
- friends group;

NB It is important that all members are responsible and professional in the tasks they take on, that they are punctual and give notice of any change to duties undertaken.

ROLES FOR MEMBERS:

- Rostered members opening the organization/museum/society to the public as per agreed opening hours, which are reviewed from time to time;
- Work on particular research tasks and the production of printed materials, including:
  - Flyers;
  - History Booklets;
- Pamphlets;
- Event Posters;
- Point of Sales; and
- Historical and Research Studies.

- Assist with the management of the collection;
- Work on maintenance – housekeeping, gardens, buildings and grounds;
- Museum guide for groups or special visits;
- Committee member or Sub-Committees/interest groups;
- After training and approval of the Cataloguing Sub-Committee perform data entering, both cataloguing on e-database and managing other resources for research;
- Publicity, including a newsletter;
- Marketing;
- Organizing social activities;
- Organizing Public Programs – walks, talks, activities;
- The Society will coordinate the members and noting personal occasions – birthdays, illnesses, deaths etc;
- Oral histories;
- Displays;
- Makers’ Group - articles for stall;
- Look after stall on special and market days; and
- Review Policies and documents.

**TRAINING FOR MEMBERS**

Training to be provided in a number of different ways:

- for an individual or a group with an experienced staff member;
- as a group Training Day;
- in-house for a particular program; and
- in-house with an outside person e.g. Fire Brigade etc.

All new Members should have an informal interview with the President and/or designated member/s to discuss and record their:

- Experience;
- Qualifications;
- Interests "What do you want to do?";
- Special needs;
- Time involvement; and
- "What do you have to offer ?"

- A simple proforma should be completed with contact details, special interests and times available.
- Make the interview an informal time and treat it with respect;
- Have a regular orientation day to introduce new arrangements;
- Ongoing communication with members about their jobs is important – change jobs if necessary;
- Meetings of members will be held to acknowledge their work, applaud their contributions and for them to explain their jobs;
- Recognize members by celebrating milestones, personal achievements etc.; and
- Members should sign the bottom of this Policy to confirm their agreement.

Member Name ____________________________________________________________________________.

Signature ________________________________________________________________________________.

Date ____________________________________________________________________________________

President or Designated Member Name ____________________________________________________________________________.

Signature ________________________________________________________________________________.

Date ____________________________________________________________________________________

All grievances are to be immediately dealt with in accordance with the Internal Conflict, Grievance and Discipline Procedure

This Policy to be reviewed in [YYYY]