

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]