



## Volunteer Role Description

### Role Title: Members Lounge Support

#### Purpose

The Members Lounge (ML) adds value to QFHS membership by providing opportunities for member engagement and skill development via a number of exclusive-to-members monthly programs. Most activities are cost-free and most are hybrid to give access to all members.

- *Book Club.* This activity alternates monthly with Family History Toolkit so every second month, members discuss the set book.
- *Presenting...* Each month a guest speaker presents on an interesting topic – such as researching Scandinavian family history, or an aspect of history in Queensland. Speakers are managed by Lyndal Cosgrove.
- *Talking About ...* This monthly program sits under the umbrella of Members Lounge but is exclusively managed by the Education team.
- *Socials.* We aim for one social outing per month. This may be a themed coffee morning at a café, a visit to a museum with guided tour, a film – anything that gives members the opportunity for social interaction.

#### Team Participation

Liaise with Alex Daw and Allana O’Kane re *Book Club*, and Members Lounge *Socials*.

Liaise with the Education team re *Talking About ...* (as necessary) and with Lyndal Cosgrove re *Presenting...*

#### Volunteer duties and responsibilities (for all except *Talking About ...*)

Write short promotional pieces for Snippets (monthly) and Journal (quarterly, only if necessary). Task requirement for journal is mostly updating/proofreading the list of dates and activities for the coming 4 months.

Develop activities for ML Socials – book venues, liaise with activity venue, host the events, etc.

And, specifically:

#### New events (all except for *Talking About...*)

- Book all on Zoom
- Create listings on Eventbrite
- Provide details to Calendar Coordinator and Website Update Manager

#### Update existing events

- Make necessary changes to Zoom and Eventbrite, notify Calendar and Website

## **The events**

- Modify the standard powerpoint presentation for Presenting... & provide it to curator of *Talking About...* Also provide it to all SIG Convenors for use in their events.
- Use standard formatting to disseminate Zoom link to all registrants (all except *Talking About...*).
- Ensure there are sufficient Parnies for all online/hybrid events (two for hybrid, one for online)
- Host each ML Social event including provision of name tags.
- Follow up each ML event with a satisfaction survey via SurveyMonkey to capture enthusiastic responses (for inclusion in short promotional pieces for Snippets) and suggestions for improvement (to inform planning for future events)

## **Skills, qualifications or experience required (or desirable) for role**

Members Lounge Support needs a volunteer with the following skills to undertake this role:

- a positive attitude to the use of technology and various apps and web-based programs – emails, Eventbrite, Zoom, Survey Monkey. Note: most is ‘copy and modify’ previous entry
- good time-management skills – most tasks are time sensitive so must take action in a timely manner
- pays attention to detail
- organised and self-motivated
- good descriptive writing skills

## **Anticipated time requirement for the role:**

Variable as initial setup – Zoom bookings, Eventbrite listing, emails to Calendar and Website – requires more time but, generally, 1 hour per week should be sufficient.