



Volunteer Role description – Committee Member

Your role – Committee Member

Parent Name: _____

Location

Start date (and end date if known)

Hours per week

Key skills

- have an interest in working with others, especially young people
- be able to communicate and listen effectively
- be reliable, patient, encouraging, friendly and committed

Main duties

- Attend committee meetings
- Fundraising
- Communicate with other parents and staff regarding committee issues.
- Other duties as required

Aims of the role

- Discuss and develop new ideas for the committee.
- Supporting the school

What you need

- Department for Education Volunteer Policy and Procedure and specific role training

Supervision and safety

You need to:

- always have a staff person present
- make sure everyone is safe
- advise the school as soon as possible if you cannot make it to your session

What we expect from you

- Treat everyone fairly and with respect
- Be a good listener and non-judgemental
- Be a positive role model for our students by showing enthusiasm and enjoyment – make it fun
- Be reliable and ensure confidentiality
- Ask a staff member if you are not sure about anything

Any other special conditions

Volunteer reports to:

Contact person:

Role review date: / /

