

HONOUR HOUSE – VOLUNTEER TASKS

The following tasks have been broken into the smallest possible components that will allow an individual to take on one small task; or a number while doing e.g. a “shift” covering mornings at the society office or a stint at the reception desk at the house.

Administration

- Office assistance – Answering phone, reception duties, opening mail, filing,
- Membership processing – receiving applications, entering in data base, mailing cards & pins
- Receipt processing – verifying donations amount, stuffing envelopes
- Donations processing – receiving cheques, processing credit card entries, entering in data base
- Volunteer administration – maintaining lists, making up schedules, filling vacancies

House Volunteers

- Reception desk – House duty volunteer, receiving guests and checking them out
- Cleaning – light dusting & vacuuming, floor and bathroom cleaning, laundry
- Gardening – weeding, raking, planting, light landscaping
- Driving – guest and supplies pickup and delivery, minor vehicle maintenance

Fund Raising

- Coordinator
- Presentations – make public presentations to community groups
- Merchandise program – take orders, process payments, manages inventory and ship material
- Affinity group liaison – maintain list of groups, their executive members, addresses; maintain two way web links and organization-specific information distribution
- Individual donor liaison – make calls on potential donors

Communications

- Coordinator – Oversee the production and distribution of Honour House material to media, members, donors and affinity groups
- News writer - Develop news stories about Honour House, its people, guests and contributors
- Website content editor – Package material for website display
- List manager – assemble and maintain postal and electronic contact lists
- Graphics producer – produces still & video images for use on the website, events, presentations, newsletters and promotional material.

Events Committee

- Event committee members
 - Coordinator – develops & manages the event
 - Program – assists in resourcing and developing the event
 - Sponsorship – identifies/locates event sponsors and secures participation
 - Financial administration – liaises with the society treasurer and bookkeeper to ensure funds are collected, payments are made and records are kept
 - General administration – assists with the distribution of event material; makes up seating plans; processes purchases and receipts
- On site volunteer – acts as guide for events and receptions; sells merchandise at events