



WALES DEAF SPORTS

Volunteer Administrator

Time required: Variable – ranging from 1 to 5 hours a month

Skills required:

- Email communication
- Telecommunication with chair via text message and/or calls
- Minute taking
- Record keeping

Role includes:

- Booking quarterly meetings at required venue/online including interpreters
- Sending out meeting dates to members and keeping track of responses
- Minute taking at meetings then distribution of minutes
- Forwarding relevant messages from affiliate organisations as and when received
- Keeping WDS's charity details up to date where necessary on the gov.uk account
- Keep up to date list of contact details of members – names and email addresses

Full hand over will be given by current administrator and will still be contactable if needed for first 2-4 months in role up to first meeting if required.

If interested, please contact current administrator Amy Thomas at:

amy.thomas1001@gmail.com