

NHWACT VOLUNTEER ACTIVITY SUMMARY

Local Area activities

- Coordinate an Area (be a point of contact for distribution of material, monitor and disseminate information on local Area NHW activities. AC's are no longer required to form a committee or manage bank accounts, as they were in the past).
- Assist in local newsletter preparation and editing.
- Moderate/ administer or oversee an Area social media presence.
- Local area delivery of NHW newsletters, marketing material and information.

Marketing and public relations

- Propose and manage the development of marketing campaigns either in your local area or ACT-wide.
- Liaise with partners and other agencies to coordinate NHWACT activities.
- Manage on behalf of the NHWACT Executive, the preparation of NHW marketing material, including brochures and press releases.
- Assist in the design and content of NHWACT marketing, educational and information material.

Media

- Administer ACTNHW and/or your local Area Social Media presence.
- Assist the Media Adviser in preparing Press and other print media articles.
- Assist in the preparation and posting of news and events on the NHWACT Web page..
- Advise on, and assist in the maintenance/ development of our online presence, including our web page and our future Social Media and App needs.

Event coordination or support (including assist as a volunteer at events)

- Liaise with event managers and coordinators with regard to NHWACT involvement in relevant activities and events in the ACT.
- Coordinate NHWACT involvement in events, including maintaining a register of NHWACT volunteers who can assist at events.
- Monitor for, and propose engagement with relevant events and activities with which NHWACT should/ could be involved.

Information technology

- Manage our MS365 environment on NHWACT's small network of laptops (8 Dell laptops).
- Manage our MS Non-profit licences (10 Business Premium and currently about 30 Business basic licences).
- Assist volunteer members with connectivity, particularly access to their MS Exchange servers on their private computers.
- Propose (and potentially manage, introduction of new IT capabilities relevant to our organisations needs.

Governance and Administration

If you are interested in the future of NHW in the ACT and feel you would like to be involved at a more corporate level, we are always looking for people with a background in corporate governance and administration (particularly in the not-for-profit sector) to assist the organisation in maintaining compliance with relevant legislation and in providing governance oversight of the organisations operations.