

## Volunteer Role Description

<b>Position</b>	Guest Speaker Coord
<b>Portfolio</b>	Events
<b>Supervisor/Mentor</b>	Anna Itkonen

<b>Purpose of the role:</b>
To organise monthly Guest Speakers with topics sympathetic to Gecko's vision and of interest to members and the community.
<b>Tasks and duties:</b>
<p>A volunteer position exists for a person to co-ordinate Gecko's monthly Guest Speaker nights which are held on the 4th Wednesday of each month from 6.30pm to 8.00pm.</p> <p>They need to respond to any requests for speakers on certain subjects, investigate topics which reflect Gecko's vision and research suitable avenues to obtain Guest Speakers.</p> <p>Duties are:</p> <ul style="list-style-type: none"> <li>• Preferably book Guest Speakers three months ahead</li> <li>• Book Gecko House for the evening through the Office Manager</li> <li>• Advise Guest Speaker Media Liaison Officer of speaker's contact details</li> <li>• Liaise with other members of the Guest Speaker Organising Committee, as necessary</li> <li>• Attend the talk</li> <li>• Maintain an address book of Guest Speakers, numbers who attended and any other pertinent information</li> <li>• Be aware of current environmental situations so that speakers on similar topics can be researched and booked to talk.</li> </ul>
<b>Estimated hours:</b> Varies - Approximately one day per week

<b>Required or desired skills:</b>
<ul style="list-style-type: none"> <li>• Good interpersonal and organisational skills</li> <li>• Pleasant telephone manner</li> <li>• Computer literate</li> <li>• Able to work in a team</li> </ul>