

Appendix 3.1.5

TASK DESCRIPTION: NEW MEMBERS' LIAISON

Name of coach:

Responsible to: Management Committee

Main duties

- Welcome new members into the Branch
- Introduce the new members to the appropriate Officers of the branch but not to overload them
- Support the new member for as long as required until they find their feet
- Solve any issues where you can on the same night if possible but make sure the issue is resolved by the next meeting
- Be a contact for the Leisure Centre to forward potential new member to.
- Have your phone number and email posted on the website and social media as a first contact point for the branch.
- Attend committee meetings as appropriate
- Arrange mentoring (if appropriate) for relevant volunteers

Signed on behalf of the Branch Committee:

To be Reviewed: