

2.7.1 Developing volunteer roles

Firstly, using the table below, identify the roles of your organisation.

IDENTIFYING ROLES		
NO	QUESTIONS TO CONSIDER	POSSIBLE ANSWERS
1	What is the mission/ purpose of your organisation?	<ul style="list-style-type: none"> • To collect, conserve and interpret history.
2	What are the objectives of your organisation?	<ul style="list-style-type: none"> • To make the collection accessible to the community. • To sustain a viable community heritage group.
3	What are the key functions that your organisation carries out or needs to carry out to achieve its objectives?	<ul style="list-style-type: none"> • Collections management • Exhibitions • Publications • Open to the public • Income generation • Providing programs for members
4	What are the main components of these functions?	<ul style="list-style-type: none"> • Collections management • Accessioning • Cataloguing • Indexing/archiving/manuscript • Digitising • Conservation • Storage

2.7.2 Turning the roles into volunteer job descriptions

TASK/ FUNCTION: COLLECTIONS MANAGEMENT			
MAIN WORK COMPONENT	ROLE POSSIBILITIES	DESIGN FEATURE OF ROLE	SKILLS AND PERSONAL ATTRIBUTES REQUIRED
ACCESSIONING	VOLUNTEER ROLE NO.1		
	Management of gift receipt / donor forms and correspondence.	Has to be done at the organisation.	Someone who likes process and systems.
	Preparation of material for collections committee.	Requires regular/ consistent attendance.	Someone very orderly.
	Return of donations should they not be accepted.	One-person job	Someone with attention to detail.
	Management of Accessions register.		
	VOLUNTEER ROLE NO.2		
	Filling in condition reports	Has to be done at organisation	Someone who has an interest in preventative conservation.
	Organising storage.		
	Ensuring workflow of collection to cataloguers.		Good people and organisational skills.

(Tables adapted with permission from Volunteers Australia)

Depending on the number of volunteers, positions can be broken down so that if one person is away, that role can be added to another volunteer's tasks.