



Registered charity 1211838

Volunteer Job Descriptions 7a

Positions 1 to 8 make up the Office Group (OG)

- 1) Chair – Nick Steiner**
 - a. To provide leadership, and effective governance, and steer FOWP toward its goals. Key responsibilities include planning and conducting meetings, ensuring attendees have the necessary information, and fostering an environment where all volunteers can contribute effectively.
- 2) Vice Chair – Martin Sumpton**
 - a. To act as a deputy to the Chair, sharing leadership and responsibilities for FOWP. Key duties include chairing meetings in the chair's absence, assisting with the chair's workload, and acting as a sounding board for decisions.
- 3) Treasurer – Justin Nienaber**
 - a. To maintain an understanding of the aims and objectives of FOWP as a member of the Executive Group (EG).
 - b. To work closely with the EG to safeguard the organisation's finances, with a watchdog role over all aspects of financial management.
 - c. To make day to day financial decisions and report these to the EG, liaise with the bank and prepare accounts.
 - i) Ensure that there are at least two other signatures to approve online bank authorisations.
 - ii) Accept that the final responsibility for the financial management of the group always rests with the EG.
 - d. To liaise with the Membership Secretary.
 - e. To setup a clear method for claiming expenses. All claims must be supported by receipts.
 - f. To separate money provided for a specific purpose from general funds. That is to maintain and separately account for Restricted and Unrestricted Funds
 - g. To report to the AGM on the financial position of the Friends of Wimbledon Park.
- 4) General Secretary – Vacant**
 - a. To maintain an understanding of the aims and objectives of FOWP as a member of the EG.
 - b. To assist chair with filing and organising meetings and events.
 - c. Take management style minutes or notes at meetings and circulate and file.
 - d. Assist with the Quarterly Office Report.
 - e. Prepare newsletters for circulation.
- 5) Membership Secretary – Rob Kennedy**
 - a. To oversee the FOWP website and update as agreed with OG.
 - b. To manage member records, applications, renewals, and communication, acting as the main contact for members, handling database updates, ensuring GDPR compliance, and supporting recruitment/retention with reports and new offers, requiring strong admin, IT, and communication skills.
- 6) Fundraising Officer – Brian Flasck**
 - a. Ensure compliance with the law.
 - b. Maintain the Code of Practice.
 - c. Coordinate volunteers and provide ID badges for use when needed.
 - d. Monitor collections for fraudulent activity.
 - e. Identify, approach, and build relationships with donors (individuals, corporate, or trusts) to generate income and raise awareness for a cause.
 - f. Plan campaigns/events and carry out necessary risk assessments.
- 7) Social Secretary - Alla Dahbi**
 - a. To maintain an understanding of the aims and objectives of FOWP preferably as a member of the EC.
 - b. Arrange catering for AGM.
 - c. Liaise with the EC to identify up to three social events each year for FOWP members and associates and arrange such events.
 - d. Arrange and manage Community events.
 - e. Seek sponsorship for the events.



Registered charity 1211838

- f. Liaise with Treasurer to deal with income and expenditure for the events.
 - g. Motivate members and associates to attend the events.
- 8) Social media**
- a. **Facebook – Vacant**
 - b. **BlueSky-Rob Kennedy**
 - c. **Instagram – Alla Dahbi**
 - d. **WhatsApp – Rob Kennedy**
 - e. **Nextdoor – Rob Kennedy**
 - f. Operators to maintain an understanding of the aims and objectives of FOWP and preferably be a member of the EG.
 - g. To enjoy the exchanges relating to Wimbledon Park and report matters of interest, concern and complaints to the OG.
- 9) Committee coordinator – Ian Shaw**
- a. Bridge gaps between different stakeholders, align diverse viewpoints, and streamline efforts to ensure efficient, unified action towards a shared goal.
 - b. Facilitate communication, manage resources, and provide strategic guidance, often suggesting working groups to manage complex, detailed tasks.
 - c. Identify silo groups and ensure that complex, multi-stakeholder projects move forward in a cohesive, efficient manner
- 10) Participate with Independent Merton Green Spaces Forum (IMGSF) -Vacant**
- a. To maintain an understanding of the aims and objectives of FOWP preferably as a member of the EG.
 - b. To attend IMGSF meetings and report back to the EG.
 - c. *IMGSF Provide a network and collective voice for Friends and like-minded community groups for parks and green spaces across Merton. They convene meetings for Friends and like-minded groups several times a year ensuring constructive dialogue with LBM and the outsourced maintenance company.*
- 11) Commercial events monitoring in the public park. Vacant**
- a. To maintain an understanding of the aims and objectives of FOWP preferably as a member of the EG.
 - b. To liaise with LBM on commercial events, coordinate FOWP response and report back on damage inflicted on the park.
 - c. To seek cost benefit analysis for each event.
 - d. Report back to the EG.
- 12) Team leaders for Wimbledon Park Volunteers (WPV).**
- a. **Nick Steiner**
 - b. **Frieda Mennen**
 - c. **Vacancies**
 - d. To maintain an understanding of the aims and objectives of FOWP and the tasks to be undertaken by volunteers in Wimbledon Park.
 - e. To liaise with other Team Leaders to ensure that WPV tasks don't conflict.
 - f. To lead volunteer groups in undertaking tasks and record work completed and what is outstanding.
 - g. Identify suitable gardening and other projects and check these are in accordance with the Conservation Management Plan
 - h. Motivate members and associates to help with gardening, other tasks, and complete at least one programme each year.

<https://www.friendsofwimbledonpark.org/>