

ROLES & RESPONSIBILITIES

WELFARE OFFICER

- The role of the Welfare Officer is to keep in touch with sick or bereaved members or those members feeling isolated, lonely or who may need moral support or physical help.
- Send cards with appropriate messages to sick or bereaved members.
- Advise the Management Committee if support is needed either by member visits or transport to meetings.
- Consider non-active membership for those with long term illnesses.
- Ensure the member is kept up to date on Club matters.
- Report to the Management Committee each month regarding matters to be considered for the agenda of Committee Meetings and General Meetings.
- Be available to assist new members to assimilate into the Club by meeting them at their first General Meeting, making introductions and showing them around.
- Assist the Membership Officer with the appointment of a "Buddy" to any new member, as appropriate.
- Assist in welcoming visiting guests at General Meetings.