

## **APPENDIX – VOLUNTEER ROLES**

Volunteers perform roles which support various areas of the organisation. Opportunities to perform roles vary meaning that some roles are more active than others. However, knowing that we have a team of volunteers willing and available to support us is very much appreciated.

**Administration Supporter** – we have a small number of volunteers who carry out this role which involves ad hoc admin support at our Newcastle office. This may involve helping prepare mail outs to our supporters or assisting with event activities. As a small organisation the support of these volunteers is vital in helping us engage with our supporters.

**Ambassador** – our network of Ambassadors represent Shared Interest in their local area. They inspire others to support us and invest by seeking opportunities to increase awareness of Shared Interest such as delivering talks and running stalls. Supporting our Member Engagement Team, Ambassadors contribute their knowledge and passion to enable us to reach potential investors.

**Community Supporter** – similar to our Ambassadors, our network of Community Supporters represent Shared Interest in their local area. They inspire others to support us and invest in a number of ways, including, helping at and running stalls and displaying posters. Supporting our Member Engagement Team and Ambassadors, Community Supporters contribute their knowledge and passion to enable us to reach potential investors.

**Data Entry Volunteer** – we involve a small number of volunteers in ad hoc data entry tasks. These volunteers support the data entry requirements across the organisation and requests for their support are made by any part of the organisation.

**Translator** – Translators support with the translation, transcription and interpretation of a variety of materials for use across and outside the organisation. We currently have French and Spanish (Latin American) Translators and they have worked on translating our website and materials and documents to enable us to communicate more effectively and efficiently with existing and potential customers.

In addition to these roles, Shared Interest volunteers also help with ad hoc tasks from across the organisation such as online research.