



Be Prepared...

for new adventure!

1ST ERMINGTON GROUP SUPPORT COMMITTEE

BBQ Roster Coordinator - Role/Responsibilities/Policy and Procedure

Bunnings BBQ is one of our main fundraisers and is vital to the existence of our Group. Money raised from this fundraising activity provides funds for Leader training, major hall maintenance, major equipment purchase and subsidising attendance at major events for families that meet the requirements set by the Group Support Committee.

As Leaders already contribute many hours to the Group, they are not expected to also volunteer to staff the BBQ.

- The BBQ Roster must be produced before the start of term and mailed out to all families on the roster. An emailed copy is also to be sent out asking families to put the date in their diaries and confirm their availability.
- Allocate 2 families per shift. Available shifts are either a two hour, or a 4 hour shift. Each family allocated consists of 2 people - which may be a youth member or adult. At least one of these must be an adult. No person under the age of 15 is to operate any equipment.
- Families that opt for a 2 hour shift are to be rostered on more frequently than families that opt for a 4 hour shift. Our goal is to ask all families to contribute a similar number of volunteer hours to our Scout Group.
- Maintain a list of back up families that are prepared to assist in an emergency. These families should not be allocated to the BBQ roster. Use of these families is for emergency use only. Please try and limit their use to a maximum of three times a year.
- Families are encouraged to make their own swap for unsuitable allocated dates, and advise the BBQ Roster Coordinator of any changes.
- Families should be reminded 2-3 weeks prior to the BBQ. At this time changes to the roster are made and a final roster is emailed out to families.
- In the past confirmations have been done successfully by email and SMS.
- Please keep all postage receipts and a log of phone calls, to allow reimbursement of costs.
- Frequent urgent email requests for assistance on the BBQ are discouraged.
- Families are expected to contribute to the Group in some way - via the BBQ roster, Fertiliser Drive, Working Bees, Lawn Mowing etc. Any families that are unable to volunteer for a shift on the BBQ must be referred to the Group Leader so that alternative Group assistance can be discussed.

Reports to the Group Chairperson and Group Leader.