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| **Position title** | A clear summary description of what the role entails!  Avoid managerial or generic titles, but connect the role to the specific aims of the Society |
| **Key responsibilities** | What is it that they are expected to achieve in their role?  Is this for a specific project/activity or on a day-to-day basis?  Will they be expected to guide or manage others?  Which roles will they be interacting with most? |
| **Skills, experience and attributes** | What skills, knowledge and attributes will be needed to undertake the responsibilities?  What qualities did previous role holders have which enhanced their ability to do the job well?  How much time do you think needs to be committed to this role each week? Is this achievable when studies, jobs, social life are taken in to consideration?  Try not to overstate the skills required for the role  Which skills are essential and which are desirable?  For the desirable skills, how will you support them to gain these skills? |
| **Benefits for the volunteer** | Benefits may be intangible such as helping a particular cause, the development of certain skills, opportunity for work experience, or increased community awareness.  If you are trying to target a specific type of person, think of what their motivations might be for being on the Exec.  Anticipate any barriers to involvement such as time restraints, language difficulties, and accessibility issues.  What can you offer prospective exec members which helps overcome these barriers? |