

POSITION DESCRIPTION

POSITION TITLE: Auxiliary Executive Committee (AEC) Member
Virtual Auxiliaries Portfolio Lead
(Volunteer)

NAME OF POSITION HOLDER:

SIGNATURE:

TITLES OF SUPERVISOR:

- President of Auxiliaries and Committee Chair
- Auxiliaries and Fundraising Manager

NAME OF SUPERVISOR: Dr. Miriam Weisz & Laura Buck

SIGNATURE:

ORGANISATIONAL CONTEXT OF POSITION

The Royal Children's Hospital (RCH) is supported by a vibrant and dedicated network of Auxiliary groups. Today, there are around 60 Auxiliary groups made of up 1,000 volunteers from right across Victoria.

Governed by the Auxiliaries Executive Committee, the RCH Auxiliaries have been raising funds for the hospital since 1922 under the mission: "One team working towards one goal – making sick kids better."

The RCH Auxiliaries raise funds in a myriad ways for many special causes. The funds raised support a variety of projects and initiatives in line with an Auxiliary's personal connection to the RCH and the hospital's priorities in the areas of research, leadership and training, equipment and technology and patient and family centred care.

Vision - We are one team, working towards one goal – making sick kids better.

Mission - To raise funds to assist the hospital in advancing the care of sick children, thus improving quality of life.

Values

We show integrity in all our interactions, being moral, ethical, honest, transparent and trustworthy.

We display humility, being modest, not self-important; confidence in dealing with others.

We show gratitude and appreciation for the efforts of our donors and our colleagues.

We are compassionate, showing empathy in our dealings with each individual.

We are inclusive and respectful. We show loyalty and understanding.

NATURE AND SCOPE OF POSITION

This volunteer position will join the Auxiliaries Executive Committee. The Committee is seeking to create new, virtual Auxiliaries, providing an opportunity for individuals and groups to support the RCH remotely. The role of the Virtual Auxiliaries Committee Member will take the lead and manage the development of these new Virtual Auxiliaries.

The role is very much about communicating externally and building relationships with the next generation of fundraisers. The Virtual Auxiliaries Committee Member will work closely with the President of Auxiliaries and the Auxiliaries and Fundraising Manager at the RCH Foundation.

LOCATION

This role will be undertaken remotely. The RCH Auxiliaries Team is based at the RCH Foundation's Offices in Parkville, Victoria.

RESPONSIBILITIES

- Attend six committee meetings per year and provide updates to the Committee Chair
- Develop new Virtual Auxiliaries in line with volunteering and fundraising best practice
- Develop a communications plan with the Auxiliaries and Fundraising Manager and the RCH Foundation's Communications Team to promote Virtual Auxiliaries
- Promote the RCH Auxiliaries through daily professional activities
- Be knowledgeable about the RCH Auxiliaries, our mission, programs and events and uphold our values
- Support the Auxiliary Executive Committee as required

SELECTION CRITERIA

- Working With Children Check
- National Police Check
- A passion for children's health and the not for profit sector
- Demonstrated fundraising and or volunteering experience, preferably in an online environment
- Demonstrated interpersonal and relationship building skills with a sensitivity to stakeholder coordination
- Commitment to the RCH Foundation's values and a working style that reflects these
- Excellent written and verbal communication skills, with a high level of accuracy

7. TERMS AND CONDITIONS

This is a one year voluntary position, subject to renewal. The role is expected to undertake a minimum of four hours support weekly.

AGREEMENT TO THIS POSITION DESCRIPTION - to be filled out by the successful applicant

Signed for and on behalf of Sue Hunt, Chief Executive Officer

Signature:

Date:

Signed by the Appointee

Appointee Name:

Signature:

Date: