

# GBPRE Volunteer Roles



## We need your help!

GBPRE has three successful years under our belts now but to make 2019 the best year yet we need some more help. People's lives have been busy and so we've been running the whole organisation with only four people recently and we're looking to recruit some new volunteers to help us get things up and running a bit better.

This paper sets out what we're looking for, the commitment required and a bit about how it would work. If you are interested in one of the roles please send a note to me outlining any previous experience in the role you're interested in and we can set up a chat.

## The roles

### Magazine editor

Reports to: Naomi

We need someone to put the magazine together! The magazine should go out three times a year, hitting doormats in February, June and October. The duties of this role include:

- Commissioning articles for the magazine
- Getting stud news from people
- Writing up results from the show and other articles if needed
- Editing all submitted material
- Getting all the articles into the Lucidpress template (or you could use In Design if you have it available to you – we cannot supply software or licence)
- Getting the magazine printed
- Getting the magazine sent out

There might be other print projects that this role could help out with, such as the programme for the show but that would depend on availability.

### Website support

Reports to: Ruth

We need a technical webmaster to keep our website and the My Show Secretary sites on the road. This will include:

- Management of the Wordpress main website, including keeping it up to date with security updates, and updating pages and design as needed. The website has a number of plugins and integrates with Stripe, MembershipWorks, and Xero so experience of these would be a plus
- Management of the My Show Secretary site for the show. This includes setting it up (with help from the My Show Secretary people), getting information needed for running the show together such as lists of class entries, or stabling details out of the site again and entering scores as the show itself goes along.

The treasurer has some of this experience too so if you are an experienced web person but you're not coming to the show (for example) we could probably make this work. There is also the possibility of splitting this role up between two people.

### **Social media manager**

Reports to: Ruth

We need someone to share the load with the social media stuff. We've been doing our best but a dedicated volunteer could do so much more! Including:

- Helping moderate the GBPRE Facebook pages
- Finding content that might interest our members to share on the social and the website, such as result from the big Iberian shows, stud news, or things relevant to the breed in Spain and UK
- Helping members who have questions and dealing with helpdesk tickets.
- Running competitions, such as the calendar photo competition to ensure we do things fairly
- Helping promote our events, membership benefits and other things of interest to members

### **Admin assistant**

Reports to: Naomi

We could do with some more general office experience on the team. This isn't as clearly defined a role but someone who's really good at things like:

- Pulling address information together and setting up mail merges
- Data entry and working with membership databases, sending out membership packs
- Writing and proof reading general information letters or packs
- Getting GBPRE sponsored rosettes to other shows

### **Show volunteers**

Reports to: Naomi

There are lots of roles available at the show! We need show stewards, people to help with hospitality, people to help poo picking and setting up/taking down dressage boards and jumps – all kinds of things. We do offer free food and accommodation to people to work the full duration of the show. Get in touch with Naomi to see how you can help.

### **Regional volunteers**

Reports to: Gemma

We'd love to have a bit more GBPRE Social stuff going on around the country so if you could organise maybe one or two social things a year for your region get in touch! It could be a meal at a local restaurant or maybe a meet up at a local show. No fixed suggestions here but we'd love your ideas and support!

## Time commitment

Different roles will have different time commitments and some will be more seasonal than others. In addition to the time doing the role each volunteer is asked to attend four meetings a year with directors to keep things organised. These are usually held either in London, Sussex or Oxford but we try and accommodate people by Skype if you can't be with us in person.

Ideally all volunteers would be available to help us run the main GBPRE show. If that's not possible please let us know!

## I'm interested – what do I do now?

Great! Please drop an initial email to [treasurer@gbpre.co.uk](mailto:treasurer@gbpre.co.uk) with which role you are interested in, what your experience is of doing something like this in the past and Ruth will be in touch for an initial chat about your skills and expectations. We'd love to hear from people before the 23 February if possible!

