

VOLUNTEERING AT THE WAC

Volunteering at the WAC is a great way to put your existing skills to use and maybe learn some new ones. Combining paid work with family responsibilities is a challenge – this may be a way to give you some balance whilst remaining flexible!

You have the opportunity to join a team of like-minded people, giving a little of your valuable time to keep the WAC and LTCS running smoothly. No-one expects that you devote hours of your time and we all have families and other responsibilities. Many volunteer roles can be carried out from home and at times to suit yourself.

Open positions

President (Board Position)

- Supervises all plans for obtaining the goals of the Club
- Promotes the welfare of the Club
- Sees that all decisions and policies of the Board are carried into effect
- Acts as spokesperson for the Club and oversees public image
- Presides at meetings of the Board of Directors
- Oversees the activities of the event committees monitors the goals, plans and budgets dedicated to special events (which include the Halloween/Christmas parties, BBQ plus ad hoc events such as movie nights, discos)

Marketing (Board Position)

- Oversees the marketing activities of the WAC Club and School, including publications, website, social media, collateral, advertising, participation in events and public relations
- Monitors the Standing Committee dedicated to Publications/Website

Special events (Board Position)

- establishes an annual calendar,
- recruits members to plan and coordinate defined special events,
- manages and maintains the tools and resources to allow volunteers to easily run events independently,
- works with the Treasurer and Office Manager to establish and maintain uniform processes and procedures for ticket sales and will maintain accurate financial records of all activities.
- Reports to the President

Interior / Exterior (Chairperson position)

- maintains the interior and exterior of the WAC premises including all classrooms and public areas,
- recruits and manages other volunteers to assist with recycling, laundry etc.
- works with the Club Office Manager (COM) to manage the WAC's day to day relationships with our landlord, cleaners, and other service providers.
- Reports to the President

Library Volunteers

Are always needed to keep our lovely English library open for our members to borrow from our range of books and DVD's. You can give as little as half an hour of your time, every other week.

Are you interested? Could you help out? Then please fill out the online form on our website or contact com@wac.ch who will put you in touch with the right person