



ACT Walking for Pleasure Inc.

RESPONSIBILITIES AND GUIDANCE FOR THE CARE CO-ORDINATOR

The Care Co-ordinator is a volunteer of ACT Walking for Pleasure Inc. (the Club).

Primary duties and responsibilities:

- Actively seek where possible and respond to advice of injury, illness, distress or bereavement affecting members of the WFP community.
- Where appropriate and with tact and discretion, enquire as to assistance that WFP might be able to provide.
- Coordinate any necessary and appropriate support from other WFP members.
- Prepare and send 'Get Well' cards and other relevant communications.
- Maintain records of expenditure on cards, other stationery items, postage and telephone calls for reimbursement by the Treasurer from WFP funds.
- Notify a relevant Committee member if unable to perform the Care Coordinator's duties due to absence on travel or any other reason.

Knowledge and skills required:

- Dedication, compassion, commitment and appropriate organisational and communication skills.

Estimated time commitment required:

- Variable but not excessive

This information is correct as at September 2018.