

Volunteer Role Description

PCG Co-ordinator

GMFA's vision and mission statement:

Vision – GMFA wants a gay community where individuals are able to make informed choices about their health, and a society that embraces equality and respects the right of people to make informed choices.

Mission – Improving gay men's health by increasing the control they have over their own lives.

Role

To support the PCG Project Manager in the development of interventions and in the co-ordination of Positive Campaign Group.

Specific responsibilities

To plan and facilitate group meetings. This is usually done with the Project Manager, but may occasionally need to be done alone.

To attend PCG meetings on a regular basis.

To check the accuracy of meeting minutes.

To oversee budget decisions in conjunction with the Project Manager.

To discuss, make and implement decisions (in conjunction with the project manager) on behalf of PCG outside of meetings.

To contact the Project Manager as soon as possible when he leaves a message.

To help ensure that the group operates within all GMFA policies.

To work constructively within PCG and with the Project Manager.

To assist with orientation of new PCG volunteers.

Experience and Requirements

To have a strong understanding of HIV positive gay men's issues.

To be able and confident in playing a leading role in the development of PCG campaigns and interventions.

To work well in teams.

Time to plan and attend meetings. This is often once a week.

Commitment required

To fulfil the role for at least a year.

Authority

In conjunction with the Project Manager, make decisions on behalf of PCG.

Benefits

The responsibility of the role will always look good on a CV, and you will be able to become more involved in the sector.

Potential Frustrations

The role requires more time than an ordinary PCG volunteer.

Potential Satisfactions

Playing a lead role in the development of GMFA's work for men with HIV.