



ROLE DESCRIPTION

WELFARE OFFICER

The role of the Welfare Officer is to keep in touch with sick or bereaved members or those members feeling isolated or lonely or who may be in need of moral support or physical help.

The Officer should:

1. Contact sick or bereaved members by card, email, phone call or text message
2. Advise the Committee if support is needed, either by member visits or transport to meetings.
3. Ensure that the member is kept up-to-date on significant Club matters during a long absence.

The Officer will also be responsible for co-ordinating the General Meeting morning tea roster and associated tasks.