

# Frequently Asked Questions



## **What is the role of a Volunteer at the 100% Project?**

The 100% Project is a new venture, and therefore there is a lot to do. Some of the Volunteer roles are “evergreen” and will always be required for example: carrying out interviews and surveys for our research programs, or being a member of one of our sub-committees.

Other roles are specific to projects and have clear deliverables and defined time requirements. These are usually covered by a project scope outline that will be discussed with a volunteer once they have been identified as a possible match for the project in question.

## **I believe you have Committees focused on certain activities, are there opportunities to volunteer with these groups?**

We have the following committees:

- Fundraising, Marketing & Communications (events, public profile)
- Research
- Practice (workshops, forums, networks, resources hub)
- Finance, Audit, Risk & Operations

There are often opportunities in “evergreen” (on-going) roles within these areas, or you can volunteer your time on specific projects. The best way to indicate your interest in any specific area is to ensure you complete the skills section on your personal profile/registration form, and also check the appropriate box.

## **What happens once I submit the personal profile/registration form?**

After submitting your application, we will review your information and arrange for you to be interviewed.

You will then either join a committee, a specific project, or your details will be placed on our database to be contacted as suitable opportunities arise.

## **What if time passes and I am not contacted to help out?**

Most volunteers are happy to remain on our database and be contacted as the need arises. If at any time you would like to be removed from our database, don't hesitate to call us on (03) 9645 7981 or contact us via email; [info@the100percentproject.com.au](mailto:info@the100percentproject.com.au)

## **How much time will I be required to give?**

That depends on what you sign up to. Some roles require more time than others, and some require that you come to The 100% Project's office in South Melbourne. Most roles require attendance at project or committee meetings. No matter how much or how little time you have to spend, we would like to hear from you and discuss this with you. In some cases, volunteers help out on an ad hoc basis.

## **I have specific IT skills, would these be of use?**

There is work related to website maintenance, building online surveys and other computer related activities.

The best way to ensure you can effectively assist is to ensure you complete the skills section on your personal profile/registration form. This will enable us to appropriately match your skills to the work available.

## **Is there any other way I can be of help?**

Register to have your name put on our mailing list and keep an eye out for the many events that are held throughout the year. Some will be fundraising events while others are advocacy and educational events and additional volunteers will be needed for these events.