

## Horsham in Bloom

### RECRUITMENT OF VOLUNTEERS

#### Volunteer Profile:

Horsham in Bloom (HIB) is seeking active volunteers to work with the existing Committee to maintain our excellent reputation and further our aims and objectives.



The minimum requirements are that volunteers should be:

- computer literate and have access to a personal PC
- organised and methodical
- unafraid to use personal initiative
- enthusiastic
- supportive team player
- skilled at working with people

There is a need for some Horsham in Bloom volunteers to:

- have the ability to write reports
- undertake public speaking/power point presentations
- take a leading role in initiating and managing projects  
*e.g. annual launch event, annual presentation evening*

#### Horsham in Bloom Activities

The Committee works together, with some people taking a greater or lesser role according to personal skills and commitment, to cover a number of different areas:

- **Competitions:** Local, Regional, National
- **Sponsorship:** Primary, Local Business, Project (Grants)
- **Administration:** Minutes, Finance, Secretarial support
- **Marketing:** Promotional material, Newsletter, Publicity, Photos, Website, Media relations
- **Volunteers:** Liaison with other volunteer groups involved in related activity
- **Events:** Launch, Presentation evening, Volunteers evening, Presentations
- **Partnership Liaison:** Seeking expert help/opinion, Project management, Grants, HIB as facilitator with other groups, Schools, District and County Councils, Community
- **Archive:** to keep records of HIB as a charity and record HIB activity, including photographic storage, press releases, other material