



S U M M A R Y
BOARD OF MANAGEMENT
VOLUNTEER POSITIONS
2026

Time Fraction : up to 4 hours per month (approximately) over 12 months

President/Chairperson: Leads the Board of Management, setting the strategic vision and overall direction for Aussie Hands while ensuring the organization meets its mission to support people with hand differences. The President/Chairperson enacts as the primary representative, facilitating meetings and ensuring compliance with regulatory requirements.

Vice President: Supports the President in strategic planning and operational oversight, stepping into the leadership role as needed. They help facilitate Board meetings, manage special projects, and assist in maintaining a strong, productive relationship between the Board and volunteers.

Secretary: Responsible for maintaining the official records of the organisation, including meeting agendas, minutes, and legal documents. They ensure smooth, organised communication among Board members and compliance with statutory governance and reporting obligations.

Treasurer/Finance Officer: Holds responsibility for the organisation's financial health, managing budgets, tracking income/expenditure, and preparing financial reports for the board. They ensure compliance with financial regulations and oversee audit processes, providing accountability for all funds.

Fundraising Officer: Develops and drives initiatives to secure funds, including grant applications, corporate partnerships, and donor campaigns. They work to increase revenue streams that support Aussie Hands' projects, events, and member resources.

Operational Lead: Manages the day-to-day operations and projects, ensuring board decisions are implemented efficiently. They recruit and coordinate volunteers to deliver support, resources, and services to members across Australia.



Administrative Officer: Provides crucial operational support, managing general correspondence, member inquiries, and records maintenance. They ensure that administrative processes run smoothly to support the needs of the board and members.

Social Media Officer: Owns the online presence of Aussie Hands, crafting engaging content across Facebook, Instagram, and LinkedIn to build community. They boost engagement, share stories of lived experiences, and raise awareness of hand differences.

Marketing & Communications Officer: Develops strategies to elevate the brand and profile of Aussie Hands in the public sphere. They manage public relations and promotional materials to ensure consistent messaging to supporters and the wider community.

Graphic Designer Officer: Creates visually compelling, branded assets for online and offline use, including brochures, flyers, social media content, and the Annual Report. They ensure all visual communication aligns with the Aussie Hands brand identity.

Event Management Officer: Plans, organizes, and executes in-person and online events, such as social gatherings, workshops, and Limb Difference Awareness Week activities. They focus on building community and reducing isolation for members.

IT Officer: Manages the technical infrastructure of the organisation, ensuring systems, software, and hardware are functional and secure. They provide technical support to the Board and assist with data-driven initiatives.

Website Officer: Maintains the Aussie Hands website, ensuring content is accurate, up-to-date, and accessible. They optimize the site for member engagement and manage SEO to improve online visibility.

Membership Salesforce Officer: Manages the Salesforce CRM database to accurately track member data, demographics, and engagement levels. They drive membership growth, handle registrations, and use data to improve the supporter experience.