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## Web Hosting, Registrations & Travel Coordinator

- Works closely with the VAOAT Board Webmaster, who monitors bookings & requests
- Needs to be computer literate
- Liaises with Webmaster, puts posts on website information for travel and other items of interest to participants
- Provides information to First Response editor (mindful of publication dates)
- Liaises with accommodation/food & beverage coordinator re special requests
- Assists Board member by providing reports of any requests from registrants

### What should you do next?

Prepare an initial proposal, showing:

- Venue
- Accommodation & Meals for approximately 100 attendees
- First draft budget
- Organising Committee of 3-5 unit members

...and send it to the Secretary at:  
[info@tasmanianambulancevolunteers.asn.au](mailto:info@tasmanianambulancevolunteers.asn.au)

You may then be asked to give a 15-minute presentation to the VAOAT Board.

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## VAOAT Gatherings

VAOAT gatherings are not principally a training event - that is the responsibility of Ambulance Tasmania. Instead, they are a place where people, from all over the state, all ages and occupations, can gather to celebrate their volunteering. In particular, to share experiences, learn from one another, and go home feeling better about themselves, better about the teams they are part of, and more enthusiastic about their ambulance volunteer work.

VAOAT raises funds so that Gatherings are free to the volunteer attendees, as an important symbol that the Tasmanian community values their contribution.

Any Unit can request to Host an Annual VAOAT Gathering under the direction of a dedicated VAOAT Board Member who will be provided for your assistance.



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## Volunteer Ambulance Officers Association of Tasmania Incorporated



## Gathering Information Leaflet

A guide for VAO Units  
wishing to host a  
Volunteer Gathering



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## Local Group Coordinator

- Under the direction of the VAOAT Board member, has local control of the gathering
- Delegates tasks to appropriate members of group & reviews actions
- Liaises with VAOAT Board member
- Liaises with local unit/s and community
- Ensures all appropriate information and communications are posted onto the dedicated Gathering Organising Forum
- Invites dignitaries for opening
- Ensures availability of P.A. system
- MC's event or arranges & briefs an MC
- At conclusion sends thank-you letters to speakers & special guests

## Programme Coordinator

- In consultation with Board member and group, determines Theme & Programme
  - Creates a balance between theory and practical sessions, and between technical ambulance training and sessions of broader application
  - Invites & books presenters and liaises with them re travel arrangements etc
  - Determines & arranges provision of equipment required
  - Designs special activities/games & Theme for Saturday dinner
  - Produces a written program (for Committee use only – not to be published)
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## Gathering Treasurer

- The VAOAT Board will allocate a budget after discussions with the hosting Committee. Expect it to be in the vicinity of \$20,000 - 100 VAOs at \$200 per head
- Liaises with VAOAT Treasurer (who is in overall control of the budget)
- Determines costing of accommodation, meals, beverages, presenters etc and develops gathering budget
- Advises VAOAT Treasurer of any deposits required
- Arranges supplies and keeps receipts & financial details of event
- Obtains/purchases sufficient prizes in conjunction with programme organiser
- Determines any local sponsorship to locally augment the event
- Coordinates local fund raising approaches
- Provides the Treasurer with administrative assistance during the Gathering, especially in preparation of reimbursement cheques, etc



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## Accommodation, Food & Beverage Coordinator

- In consultation with Board member is the official liaison person between VAOAT and the site managers
  - Seeks suitable accommodation (preferably with a mix of accommodation types) for weekend's activities including provision of sufficient, secure, room(s) for various activities & number of participants
  - Liaises with web host to determine room numbers and allocations, and is present at the site to sort out any problems with room allocations
  - Designs menus for Fri supper, Sat (BLT), Sun (BL) in liaison with manager/cooks, and ensures flexibility of meal times
  - Determines & arranges provision of Beverage requirements
  - Liaises regarding provision of "special needs"
  - Organises welcome and check-in processes for attendees.
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