



Volunteer Ambulance Officers Association of Tasmania Incorporated

Gathering Information Leaflet

A guide for VAO units wishing to host a Volunteer Gathering

VAOAT Gatherings

VAOAT Gatherings are a place where people, from all over the State, of all ages and occupations, can gather once a year to celebrate their volunteering, share their experiences, learn from one another and go home feeling better about themselves.

It's a place to network and share, or recharge, their enthusiasm about their ambulance volunteer work. Although some training may occur at a Gathering, it is not the principal reason for these events but Ambulance Tas supports the event based on training being included.

Who can host a Gathering?

Any unit, station, or group of volunteers can request to host a VAOAT Gathering and showcase their local community. A pre-requisite is all attendees must be accommodated in the local area.

The VAOAT Board will provide support and guidance as required.

Is there a budget?

The VAOAT Board will allocate a budget after consulting with the hosting Committee.

Each year attracting grants, sponsorships, fundraising or donations is becoming an increasing component to keeping the costs down. The VAOAT Board is responsible for the budget and payment of the expenses.

The Board endeavours to make the Gatherings free to the volunteers who attend, as an important symbol that the Tasmanian community values their contribution.

Promoting, Registering and Travel Coordination

The VAOAT Board provides assistance with promoting the events through vGate, our Webpage and Facebook. It will also have a subcommittee to assist on the logistical side associated with EventBrite bookings, room allocation, travel logistics for volunteers and the Annual General Meeting requirements.

The VAOAT subcommittee will keep the Gathering organising committee updated regularly and can provide as much support as needed.

Interested? This is what we need you to do:

Form an organising committee (at least 3 members) but there's lots to do, so 5 members lightens the workload.

Prepare an initial proposal based on 100 attendees, outlining the venue, accommodation and meals, include a draft budget.

The volunteers like to dress up – so think of a theme for the dinner.

Email your proposal to the Secretary at: secretary@tasmanianambulancevolunteers.asn.au

You may be asked to provide a 15 minute presentation to the VAOAT Board.

We thank you for showing an interest in hosting the VAOAT Gathering. If you still have questions, please do not hesitate to contact either the VAOAT President or Secretary for further information to help you prepare a submission.

What roles need to be filled?

The next page identifies some of the roles that need to be done – these can be shared amongst many people but there does need to be one person who steers the group (the Local Group Coordinator).



The VAOAT 25th Anniversary

In 2021, the VAOAT will celebrate 25 years as an Association. As part of this celebration a special function will be held at the VAOAT Gathering that will be organised by the VAOAT Board.

Local Group Coordinator

- Has local control of the Gathering including pre-event and during the event;
- Oversees and provides guidance and assistance to the other local group roles;
- Delegates tasks to appropriate members of group & reviews actions;
- Liaises with VAOAT Board members & Board subcommittee, local unit(s) and community;
- Ensures all appropriate information and communications is passed to the Board for placing onto all our social media;
- If considered appropriate and within budget, determine and coordinate local sponsorship, grants, donations and fundraising;
- Invites dignitaries for opening;
- Organises local media attendance;
- Ensures availability of PA system;
- Provides MCs for the Gathering; and
- At conclusion sends thank you letters to speakers & special guests.

Gathering Program Outline					
DAY	TIME	Group 1	Group 2	Group 3	Led by
Friday	4:30pm	Registrations			
	6:30pm	Catered sit-down Dinner (BYO drinks)			
	8:00pm	Getting to know you			
Saturday	7:30am	Breakfast			
	8:45am	Official Welcome & Opening			Mayor
	9:00am	Activity 1	Activity 2	Activity 3	
	10:30am	Morning Tea			
	11:00am	Activity 3	Activity 1	Activity 2	
	12:30pm	Lunch			
	1:30pm	AGM & GM Panel Discussion			
	2:30pm	Afternoon tea			
	3:00pm	Group Activity(ies)			
	5:00pm	Happy Hour			
	6:30pm	Themed Dinner			
Sunday	7:30am	Breakfast			
	9:00am	Group Activity(ies)			
	10:30am	Morning Tea			
	11:00am	Activity 2	Activity 3	Activity 1	
	12:30pm	Lunch			
	1:30pm	Evaluations, etc			
	2:00pm	Close			

These are the other functions that need to be covered:

Program Coordinator	Gathering Treasurer	Accommodation & Meals Coordinator
<p>Delivers the Gathering as per the program format and theme;</p> <p>Ensures the event meets accessibility and compliance requirements;</p> <p>Determines the content of the activities;</p> <p>Creates a balance between theory and practical sessions;</p> <p>Invites and books presenters (including Ambulance Tas presenters) and assists coordinate their travel arrangements etc;</p> <p>Coordinates thankyou gifts for presenters with Gathering Treasurer;</p> <p>Negotiates and books any transportation, venues etc;</p> <p>Determines and arranges provision of equipment required; and</p> <p>Coordinates the delivery of the theme for Saturday dinner.</p>	<p>Liaise with VAOAT Treasurer in regards to incurring costs (the VAOAT Board has control of the budget);</p> <p>Determine costing of meals, beverages, accommodation and presenters.</p> <p>Develops Gathering budget for submitting to VAOAT Board;</p> <p>Ensures Gathering stays within agreed budget;</p> <p>Advise VAOAT Treasurer of any deposits required;</p> <p>Arranges supplies, ensures invoices and receipts are forwarded to the VAOAT Treasurer within payment timeframes;</p> <p>Obtain/purchase sufficient prizes/gifts (if required); and</p> <p>Provide VAOAT Treasurer with administrative assistance during the Gathering – especially preparation of reimbursement and payments etc.</p>	<p>Seeks suitable site(s) that will provide sufficient and secure accommodation;</p> <p>Acts as local liaison between VAOAT and site managers;</p> <p>Liaises with venue and attendees re special dietary requirements and needs;</p> <p>Liaise with VAOAT subcommittee to determine room numbers and allocations;</p> <p>Is onsite to assist with registrations during the event;</p> <p>Organises welcome and check-in processes for attendees.</p> <p>Designs/coordinates menus for all required meals with meal providers and ensures flexibility of mealtimes;</p> <p>Determines & arranges provision of non-alcoholic requirements; and</p> <p>Ensure alcohol options available for attendees to purchase with themed dinner.</p>