



## **FOUNDATION COMMITTEE SUPPORT**

### **VOLUNTARY POSITIONS**

18/02/2026

#### **BACKGROUND**

Due to the illness of one of our key volunteers since the Foundation was created, we are now in need of one, or preferably several, volunteers to fill the positions below. We are hoping we can create a team of volunteers who will support the work of the Foundation committee, which is responsible for the continuous building of and effective running of the Foundation.

#### **MINUTE SECRETARY**

The Minute Secretary's role is to take the Foundation minutes, file these methodically and send out copies to Foundation Trustees. Foundation meetings are held once a month except January. Meetings usually start at 4.15 pm and run for around one hour. However, start and finish times can be changed by committee agreement which of course includes working in with the College Principal who is a key Trustee.

#### **NEWSLETTER WRITER**

This task is undertaken four or five times per year influenced to a degree by the number of Alumni events desired or achievable during the year. We are looking for someone who is either experienced with using the CreateSend platform (our current mailer) or Mail Chimp (if you have the experience to set up Mail Chimp templates as an alternative). Writing the newsletter can be separate to publishing the electronic newsletter if one person does not have both skill sets.

#### **WEBSITE MANAGER**

We are very keen to find a volunteer who is competent in uploading and editing items on our website. Our current website uses WordPress and Elementor.

<https://www.linwoodtearataifoundation.org.nz>

#### **WEB TECHNICIAN**

We would like to have someone who is able to troubleshoot our occasional website problems. To have an alumni volunteer for this task would save vital Foundation funds and would therefore mean more funds for items needed by the college.

#### **EVENTS AND MEMBERSHIP COORDINATOR**

Do you enjoy running events, particularly speaking events? Ideally the Foundation would like to run several Alumni Speaking events per year to not only highlight the many outstanding Past Pupils who have attended the college but also to allow an opportunity for alumni to catch up

with one another and socialise. In addition, this volunteer would ideally keep our membership records as events and membership are quite closely connected.

#### **OCCASIONAL FUNDING APPLICATION WRITER**

The Foundation currently makes simple funding applications for items needed by the college e.g. we recently requested and received \$20,000 from Pub Charity for gym equipment for the College's new Weights gym.

If in the future we wished to employ a part-time coordinator for the Foundation we may need to make an application to an entity such as Rata Foundation or Lotteries NZ.

#### **FOUNDATION COMMITTEE MEMBER**

Our Foundation usually has six Trustees but can have up to eight. With the illness of one of our team our committee is currently down to five which is too small. If you have several years' Trustee experience and/or are interested in finding out more about becoming a Trustee we would like to hear from you.

#### **INTERESTED IN ANY OF THE ABOVE POSITIONS?**

We would love to hear from you. Please get in touch by emailing [foundation@linwoodcollege.school.nz](mailto:foundation@linwoodcollege.school.nz)