

## **Devon Memory Café Consortium Guidance Leaflet.**

### **Volunteer Roles.**

#### **Committee or Steering Group**

##### **The Essential Roles**

(but individual memory cafes may wish to include more roles to reflect their particular circumstances)

Chairperson  
Coordinator  
Treasurer

Minutes Secretary Member's Secretary  
(To keep contact details, next of kin information and birthday)

Volunteer's Secretary  
(To keep contact details, next of kin information and birthday)

##### **Volunteer Roles**

Fundraiser  
Advertiser/Marketer  
Catering Manager  
Draw Organiser  
Table Decorations Provider  
Exercise Leader  
First Aider  
Meeter and Greeter  
Music/Singing Leader  
Craft Organiser  
Quiz Writer/Provider