

# **SASEC IS COMING...**

## **We need help**

There are two important voluntary roles that will enable SASEC to grow!

SASEC is nearly ready to roll and we are calling out for a volunteer to create a website for us within a short time frame. The website will support numerous functions as we evolve into the South Australian Social Enterprise Council: it will act as a portal of information, and it will assist the membership sign up process once we become incorporated. We do not have funding to support this yet until we incorporate and collect membership fees or receive funding from the Government so you will be volunteering and contributing to this critical stage in our journey.

We also need a membership officer to assist with this next exciting phase to secure our membership base.

### **Website Builder – **\*\*Tight turn around\*\*****

#### **The website will comprise**

- Information depository for documents; word, power point slides
- General information including the purpose of SASEC
- Membership form upload and collection of data
- Handle payment of membership fees
- Member directory
- News
- Storage for relevant articles
- Contact form for general enquiries
- No budget presently to support web hosting but forming board may be able to support, so low cost ongoing support important

### **Membership Officer**

#### **The role will entail;**

- Answer questions and queries that come through the website
- Monitor incoming membership applications
- Ensure payment and receipts are working effectively
- Compile membership applications for the forming boards consideration
- Follow up any details requiring clarification with membership applicants
- Membership will be open for 12-14 weeks at the time of incorporation (approximately late May/June)
- Compile financial reports for the forming board

### **Logo design**

- We need a logo that represents South Australia Social Enterprise Council
- Branding we can use ideally on the new website

If you have any queries contact Theresa [theresa@playiton.com.au](mailto:theresa@playiton.com.au), and if you're interested in one of the roles please email [sasocialenterprisecouncil@gmail.com](mailto:sasocialenterprisecouncil@gmail.com)