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Description automatically generated**ROYAL GEOGRAPHICAL SOCIETY OF SOUTH AUSTRALIA (inc.)**

**VOlunteer Application FORM**

**Name:**

**Email Address:**

**Phone Number:** *(Helpful, though optional)*

**Are you already a member of RGSSA?**[[1]](#footnote-1) **Yes/No**

**Areas of Interest** *(Tick all that apply. At the end of this document is a short description of each area of activity.)*

|  |  |
| --- | --- |
| Education |  |
| Engagement and Communications |  |
| Fundraising |  |
| Library Management and Operations |  |
| Membership |  |
| Office Administration |  |
| Program (e.g. lectures, field trips, and social functions) |  |
| Reconciliation Action Planning |  |
| Research, Publications and Awards |  |
| Something we have not thought of… (Please specify) |  |

**Availability**

Which days of the week are you available?

What times are you generally available on those days? (Morning, Afternoon, Evening, etc.)

Do you have any specific days and/or times when you are not available?

Any additional details about your availability?

**What interests you about becoming a volunteer with the RGSSA?**

**Can you tell us a little about your relevant professional skills and/or life experiences?**

**What particular skills and experience do you bring? (e.g. cataloguing collections, geographical education, grant writing, web development, marketing, event assistance, ...)**

***Please send your completed form to:***

*Email:* [*volunteers@rgssa.org.au*](mailto:volunteers@rgssa.org.au)

*Post: Volunteer Co-ordinator, Royal Geographical Society of South Australia*

*PO Box 3661 Rundle Mall, Adelaide SA 5000*

**Volunteer opportunities within the RGSSA**

Below is an outline of the broad areas of RGSSA activity in which volunteer assistance would be most welcome. Also see <https://rgssa.org.au/the-society/volunteering> for more information.

**Education**

Supporting geographical education at all levels, co-ordinating the Society's program of awards for schools and universities, and liaising with relevant groups both within and outside the Society.

**Engagement and Communications**

Undertaking to enhance the profile and image of the Society, as well as improving communication about its events, publications, resources and opportunities.

**Fundraising**

Seeking to secure sponsorships, write grants, build corporate partnerships, and develop relationships with potential donors.

**Library Management and Operations**

Maintaining and managing the Society's internationally significant library to the highest standard that resources allow providing a carefully managed information and lending service. This also includes greeting visitors to the Society’s Library and showing them around.

**Membership**

Working to improve the experience of members and enlarge the Society’s membership base.

**Office Administration**

The RGSSA maintains a small but active office which handles matters such as banking, bookkeeping, correspondence, data entry, file management, membership subscriptions, office supply management, sales, paying accounts, routine enquiries, web management ….

**Program**

Organising events including monthly lectures, field trips, and social functions to provide a balanced program with geographical themes relating to the past, present and future.

**Reconciliation Action Planning**

A small, informal group is working to develop a Reconciliation Action Plan (RAP) that outlines the Society’s commitment to reconciliation with Aboriginal and Torres Strait Islander peoples.

**Research, Publications and Awards**

Encouraging research and scholarship in geography; recognising and rewarding achievements in geography; and overseeing the direction of the Society’s publications including the newsletter, *GeoNews*, the 136-year old *South Australian Geographical Journal*, maps, and miscellaneous books.

1. Volunteers must be paid-up members of RGSSA. Membership application forms are available from the RGSSA Rooms or online at: <https://rgssa.org.au/the-society/membership/become-a-member-or-renew-your-membership> [↑](#footnote-ref-1)