

Sequim Wheelers Administrative Duties

Sequim Wheelers has grown to the point that the Board of Directors needs to utilize the talents of our other volunteers for administrative duties within the organization.

Here is a list of administrative duties that Volunteers can help with. If you have experience and/or interest in any of these, please let us know.

1. **Attorney and/or Insurance Expert** – experience with waiver forms for both the volunteers and the people that we serve ... or, experience with assessing the legal risks for a nonprofit and how to mitigate those risks...
2. **Accounting and/or Bookkeeping** – experience with accounting principles and/or bookkeeping skills for a nonprofit...
3. **Training Team Members** – if you understand how the Sequim Wheelers bikes operate and have experience training people to follow written guidelines and perform their duties in a safety-conscious manner...
4. **Fundraising / Promotions** – experience with nonprofit fundraising / promotions type activities and public speaking ability (aka “a publicity person”)...
5. **Grant Writing** – experience with identifying grant opportunities and writing per their written guidelines for a nonprofit...
6. **Advertising / Sponsor Support** – experience meeting in person with and soliciting businesses to advertise or sponsor a nonprofit...
7. **Event Planning** – experience with event planning (i.e. Irrigation Festival Parade, Ian’s Bike Ride, volunteer appreciation event, etc.) for a business or nonprofit...
8. **Website and/or Database (IT)** –experience with designing and maintaining a website or database (or other IT knowledge)...
9. **Newsletter Writer** – experience with writing a periodic newsletter to keep people informed of what’s happening within a business or nonprofit...
10. **Photographer / Videographer / Librarian** for Pictures & Videos – experience with photography, videography or maintaining a library of pictures and videos...
11. **Sunshine Committee Chairperson** – experience reaching out and keeping people’s spirits up during difficult times...

To help the Sequim Wheelers with any of these administrative duties, please contact:

John Gagan, President

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