

## **Women With Disability WA Inc: Coordinator's Role**

### **Definition of Role**

The organisation's Coordinator is responsible to the Committee of Management for the day to day running of WWDWA Inc. The organisation is run for and by women with disabilities. It creates opportunities for women with any form of disability to connect and share experiences and knowledge. This improves their quality of life & particularly reduces their sense of isolation.

### **List of Duties**

#### **A. Communications:**

1. Spokesperson for systemic advocacy for women with disabilities to advise & liaise on the issues & needs of women with disabilities : In member Forums, as guest speaker, & to all media
2. Website – maintenance & updating in liaison with webmistress
3. Maintain :
  - Registry of Members
  - List of media & other contacts for promotion/advertising/liaison purposes
4. Receiving enquiries and information from members and possible members, and other enquiries from the general community, other not for profits and government organisations

#### **B. Organising:**

1. Forums, other meetings, special events, workshops :
  - Determining dates & times
  - Sourcing & booking venues
  - Scheduling of speakers, presenters, guests
  - All technology required
  - Volunteers
  - Catering
  - Advertising & promotion to members & others by:
    - Email
    - Snail mail
    - Social media where appropriate
2. Grant & funding applications
  - for the organisation
  - for events & projects
3. Annual Report
4. Correspondence in all forms, with members & others
5. Other duties as the Committee of Management may decide from time to time.