Centenary Suburbs Men's Shed Inc
125 Monier Road Seventeen Mile Rocks 4073
(PO BOX 3026 DARRA 4076)
E-mail: Info@shed100.org.au
Web: www.shed100.org.au
ABN 44 759 796 180

Established 2012

Statement of Work Experience and Qualifications

This information will assist the management committee in the selection of appropriate projects available to you

SURNAME (Please Print) ……. FIRST NAME……..

Phone……E-mail…….

Please indicate if you are a Veteran or have an ex-service history (eg RAAF 1970=1996)

……..

……..

Education: Please list the highest level of academic education attained (three only)

……..

……..

……..

Please list any TRADE QUALIFICATIONS (specify the three main qualifications)

……..

……..

……..

Please list WORK EXPERIENCE (eg accountant, salesman, builder, - main three only)

……..

……..

……..

Please list your hobbies (main three only)

……..

……..

……..

Thank you for completing this form. Please return it with your application form.

ARE YOU PREPARED TO HELP?

Centenary Suburbs Men's Shed Inc (CSMS) is a `Not for Profit' association with aims that assist men to achieve personal worth through socialising with each other and through assisting with community projects. CSMS is run by volunteers who see the intrinsic value in helping fellow members and members of the general community.

The Management Committee needs help to run an efficient and effective organisation and there will be several sub committees established with specific purpose.

Please tick the appropriate box/es to indicate what areas you would like to be involved in

Tick	Function	Roles
	Catering	• Organising and purchasing food • Cooking a barbeque (roster) • Preparing morning/afternoon teas • Setting up and cleaning up
	Welfare	• To join a small group to welcome new members and visitors to our meetings/shed • To telephone new members to encourage and inform • To telephone members who are ill, incapacitated, not able to attend meetings
	Community Projects	• Working in small groups to assist the community • Liaise with community groups with regard to projects when required
	Program	• Develop a balanced yearly program for monthly general meetings • Engage guest speakers well in advance • Assist in running general meetings including set • To assist in set up prior to, and clean up after general meetings
	Meeting Room Cleaning Roster	• Wednesday • Friday
	Grants	• Ascertain new forms of Grant Funding • Prepare reports of Grant expenditure • Help compile and write grant applications
	Shed Operations and Procedures	• To set up policy and procedures for working in the shed • To address Workplace Health and Safety Issues • To prepare aids, templates etc for shed projects • To assist in the co-ordination of activities of the shed
	Assist in the Office	• To be assistant to the co-ordinator • To be in charge for the day • To assist for the day • To be a support back up • Nominate days/s available……..