



# CWS Glossary of Frequently Used Terms

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## Overview

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This glossary provides definitions that we use at the Coolum Women’s Shed, including:

- The types of activities
- Definitions of the key people involved

## Intended users

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- Volunteers
- Members
- Members of Management Committee

## Is it an activity, group, workshop or class?

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- **Activity** – a generic name for groups, workshops, classes, talks, tours and other activities that may be run for the benefit of our members.
- **Group** – regular meeting of members to participate in an activity. Self taught, members may teach other members. Ideally managed by 1 or 2 volunteer coordinators. Groups may book facilitators using the same form.
- **Workshop** – 1 or 2 sessions focussing on a specific skill, usually taught by a guest facilitator. May be engaged by group or bookings coordinator.
- **Class** – Regular session with paid facilitator. May be engaged by group or bookings coordinators. May be ongoing or a finite series e.g. 4 weeks.

## Key roles

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- **Members** – attend activities at the shed and participate in groups
- **Volunteers** – members that assist the Coolum Women’s Shed on a regular or one-off basis.
- **Activity coordinator** - The person that is listed as ‘Coordinator 1’ on the proposal is also known as ‘the activity coordinator’. The activity coordinator is usually whether the bookings coordinator, a group coordinator or the general manager.
- **Group coordinators** – volunteers that assist with a specific activity, usually involved in running a specific group of members. Group coordinators may choose to engage a paid facilitator to teach a workshop or class.
- **Admin coordinators** – volunteers that help with the activities required for the general running of the shed, which are not specific to one area, for example the Bookings coordinator, Grants coordinator or Health & Safety coordinator.
- **Bookings coordinator** – reviews balance of activities offered and seeks other activities that may be run by a coordinator or a paid facilitator. Manages roster and booking system admin.
- **Regular facilitator** – contracted by the shed to teach a class or workshop on a regular basis. Regular facilitators are inducted and trained on using our payment systems, and how to access the shed. e.g. a yoga teacher.
- **Guest facilitator** - contracted by the shed to teach a class or workshop. Guest facilitators are not given access to the payment system or shed key codes. Guest facilitators need a trained volunteer to help with setting up and booking people in.
- **Health & Safety coordinator** – can provide guidance on risk assessment and prevention for activities.
- **Grants coordinator** – may be able to identify potential grants and assist with applications for funding e.g. for training, equipment or materials.
- **Volunteer coordinator** – maintains a register of potential volunteers. May be able to identify people that would want to be involved with a new activity. Inducts volunteers into the Coolum Women’s Shed
- **General volunteers** – may help with ‘one-off’ requests for help or may assist coordinators
- **General manager** – Manages the day to day running of the shed and ensures that policies and procedures are followed. The general manager has a duty to notify the management committee of currently approved activities and funding needs/surplus (working with the treasurer, group coordinator and grants coordinator if required).
- **Management committee** – ensures that policies and guidance are in place so that volunteers meet any legal obligations for example risk management. Maintains oversight of activities to ensure that they are contributing to the overall mission of the Coolum Women’s Shed. The **management committee has final say** on whether we will subsidise an activity that may not be able to fully fund itself. The management committee is usually elected annually at the AGM.



## Further Information

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### Other relevant documents:

- CWS Toolkit: Information for Coordinators
- CWS Toolkit: Information for Regular Facilitators
- CWS Toolkit: Information for Guest Facilitators
- CWS Toolkit: Activity Approval

For any feedback, questions or comments, please contact the general manager via [coolumwomensshed@gmail.com](mailto:coolumwomensshed@gmail.com).

Hard copies of our procedures and policies are held in a file at the Community Centre.

Online access is available to volunteers via the volunteer section of our website [www.thewomensshed.org](http://www.thewomensshed.org). Access to this is given to volunteers as part of their induction.

This document may be updated at any time – the latest version will be available on our website. Where there is a discrepancy between the website version and any printed copy, the website version is deemed as the latest copy.