

## Role Specification Document: Nominations Committee of Q&B - Mar 2020

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| <b>Post Title:</b>               | <b>Events Co-ordinator</b>  |
| <b>Outline role description:</b> | As part of the Events Working Group, help co-ordinate planning and delivery of major Q&B events – usually two events per year.  |
| <b>Main responsibilities:</b>    | <ul style="list-style-type: none"><li>• Receive event instruction from Q&amp;B Management Committee or event sponsors.</li><li>• Obtain quote/s for a suitable venue for the event and agree with Q&amp;B Management Committee or event sponsors.</li><li>• Book an agreed venue for the event and suitable catering as required.</li><li>• Arrange and secure speakers and other key attendees as required.</li><li>• Explore and secure event sponsorship where agreed.</li><li>• Aim for event to ideally break even.</li><li>• Ensure appropriate event insurance is in place.</li><li>• Liaise regularly and as required between event organising group, Q&amp;B officers and Q&amp;B Management Committee or event sponsors.</li><li>• Report progress and any issues to Q&amp;B Management Committee or event sponsors as necessary.</li><li>• Organise event promotion and work with other Q&amp;B officers to advertise appropriately.</li><li>• Arrange event to be added to Q&amp;B website together with event registration and payment options.</li><li>• Monitor and handle event registrations and payment of attendance fees.</li><li>• Monitor registered attendees and advise Q&amp;B Management Committee or event sponsors of progress.</li><li>• Be part of a decision-making process that determines whether the event should go ahead based on the balance of costs versus revenue.</li><li>• Ensure there is continuity person for the day to set and hold the Quaker tone.</li><li>• Ensure logistics are in place for the event: e.g.</li></ul> |

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|   | <p>name tags, room set up, refreshments, ticket and money handling, welcoming, clearing up.</p> <ul style="list-style-type: none"> <li>• After the event make sure that any cash collected at the event is transferred to the Q&amp;B bank account.</li> <li>• Help reconcile the accounts for the day to ensure all monies due have been paid and received.</li> <li>• Arrange for all attendees to be thanked by email, sent a copy of the event minute and any relevant documents.</li> <li>• Arrange for the Q&amp;B webpage to be converted to an 'after the event' reporting page, and that outline details are posted for the next event, such as date, subject and venue.</li> <li>• Together with the Treasurer, provide for the following Management Committee meeting a statement on how many people attended, and the final costs, revenue and surplus or deficit, and whether there were any major organisation lessons to be learnt.</li> </ul> |
| <b>Qualities, skills and experience required:</b> | <ul style="list-style-type: none"> <li>• Highly organised</li> <li>• Excellent planning skills</li> <li>• Can handle having lots of different tasks on the go at once</li> <li>• Confident in dealing with people in person, on the telephone and by email</li> <li>• Good at organising other people</li> <li>• Problem solver</li> <li>• Confident handling money</li> </ul>  |
| <b>Member/Attender requirement:</b>               | No, but sympathy with Quaker values   |
| <b>Knowledge of Quaker Business Method:</b>       | Desirable – training available  |
| <b>Time requirement:</b>                          | Time requirement will focus around events. Typically two major events each year – one in Spring-Summer and one in Autumn-Winter. Increasing time requirement leading up to events and reducing time requirement following events.   |