



EVENTS COORDINATOR

The Event Co-ordinator works under the direction of the President and/or Vice President and in consultation with the Meeting Coordinator.

Events handled by the Event Coordinator to include:

- ❖ Retreat, Bus Trip, Desert Island Day and One or Two-Day Workshops . That is, all events NOT associated with the Monthly meetings

The Events Coordinator is responsible for:

- ❖ Working with the President and/or the Vice President and Meeting Coordinator to develop and maintain the Calendar of Events for the coming year.
- ❖ Sourcing and booking venues for events, and sourcing and booking the annual Bus Trip
- ❖ Sourcing tutors/speakers; to include for example organising accommodation, meals, logistics and any special needs for tutors/speakers. Note for some events the tutors may be Bay Quilter members.
- ❖ Chairing sub-committees for the Retreat, Desert Island Day and Bus Trip
 - Liaising with the BQ Committee on a regular basis with progress reports and advising them of any concerns/issues

- ❖ All Advertising to the Members and/or other groups in connection with Events, to include:
 - Sending details of upcoming Events on a monthly basis to the Newsletter Editor
 - Preparing flyers to advertise the Events at the General Meetings and in the Newsletter and to inform other Groups as required
 - Talking about upcoming Events to the Members at the Meetings
 - Uploading all information to the website

- ❖ With the Meeting Coordinator, maintaining the Bulletin Board at the monthly meetings, ensuring flyers and information re Guest Speakers, Events, Mini-workshops, etc are displayed on the Notice Board

- ❖ With the Meeting Coordinator, taking bookings and money from the Members for the Events at the General Meetings, and
 - providing receipts to the Members
 - summarizing any money received and remitting this to the Treasurer for banking
 - Entering the money received/receipt nos. for Events on the website

- ❖ Attending Events and acting as the Coordinator for the Event, or organising someone to take on this role, such duties to include:
 - Ensuring participants have paid and are in attendance
 - Organising transport etc as necessary for the Tutor, welcoming the Tutor, assisting in setting up rooms in accordance with the Tutor's requirements
 - Acting as point of contact for any emergency situation, such as a participant becoming ill during an event
 - Liaising with the Kitchen regarding catering arrangements for the Event, including any lunch etc for the Tutor
 - Ensuring that the venue is left in a good condition and locked up as required by the Hirer

- ❖ Website: The Event Coordinator is responsible for:
 - Entering the Event onto the website under Events
 - Updating details of participants
 - Preparing Flyers and uploading Flyers

- Uploading Requirements Lists and Map Information as necessary
- Emailing Workshop Participants with details regarding the venues, logistics for the Event, reminders, etc
- Adding links to Tutors etc under Useful Links