



Curdridge Village Events

Event Team Chairperson's Role Description:

The Events Team is a sub-committee of the Curdridge Reading Room & Recreation Ground Charity.

It's aim is to organise and deliver fundraising events throughout the year to help the Charity Trustee's carry out maintenance to improve the facilities for the benefit of its users and the local community.

If the role is carried out by Co-Chairs, the responsibilities are to be shared in an appropriate way to ensure practicable delivery of the objectives of the Events Planning Committee:

- To lead the team of volunteers and work collaboratively to produce ideas to ensure that the calendar of fundraising events is delivered;
- To prepare meeting agendas in consultation with the Events Secretary;
- To plan and chair committee meetings (usually held monthly);
- To report progress back to the Charity Trustees and advise them of any issues;
- To act or take decisions for the team between meetings if necessary; after consultation with the Charity Trustees if required;
- To sign, and occasionally write letters, on behalf of the Committee;
- To support and encourage other team members to engage and participate;
- To be one of the designated cheque and bank signatories;
- To liaise with the Treasurer to ensure that the finances are kept up to date, reporting is being adhered to, that the year-end accounts are completed in a timely manner so that the Charity can submit their return to the Charity Commission within the required timeframe;

The amount of time the role takes does vary from month to month subject to what events are taking place. The minimum requirement is 4 to 5 hours per month. If the role is shared as Co-Chairs, this time commitment will be reduced.