

Events Coordinator

2 years

Purpose

The events coordinator's role is to support and encourage YFGM Events, oversee the formation and operation of any Event Committees appointed by YFGM, providing long-term oversight, along with experience and expertise relevant to YFGM events.

Duties

Maintain: full records of previous events; a knowledge base of useful information for the running of events. Assist Event Committees in obtaining relevant information and advice. Collect reports of events held by YFGM. Attend Planning Weekends and YFGMs where there is to be discussion of events or event proposals, especially January PW. Accept suggestions for events and attempt to determine if anyone may be willing to propose and organise such events. Support people bringing proposals for events. Support any Event Committee, through the information available in their records and knowledge base, as well as any personal experience or expertise. Ensure that any Event Committees are aware that they are expected to: prepare a budget and risk assessment in advance; a financial report afterwards; report back to YFGM following the event; and produce report for the Events Coordinator.

Skills required

The ability to facilitate the formation of other committees without being drawn into them.
Being able to format and collate knowledge into useful forms.
Knowledge about budgeting for events.
Knowledge about issues relation to events.

Time commitment

Several hours per event either in person (Planning Weekend / YFGM) or by email / phone. Talking through plans and checking on progress.
Attending Planning Weekends and YFGMs when events business is occurring (hopefully 1 – 2 of each a year, including January PW).
A few hours per year to look at records and update as necessary.