

Logistics

Up to 2 years, 5 people (including a convenor chosen from within the committee)

Purpose

The Logistics committee is responsible for the handling of the practicalities of YFGM events.

Duties

- Ensuring the smooth running of YFGM events (YFGMs and Planning Weekends).
- Managing the venue during events, including assigning rooms, managing the door rota, and being familiar with health and safety/fire information, locations of supplies, etc.
 - N.B. This includes e.g. coordinating cleaning, but all YFGMers should be helping with the actual work of cooking/cleaning/setting up rooms etc.
- Keeping YFGMers informed during an event about what's going on and anything they need to do.
- Reacting to logistical problems and updating plans as necessary.
- Ensuring there are first aiders on site.
- Ensuring that suitable catering has been planned, including finding volunteer caterers - usually the committee will appoint a catering coordinator internally to have specific responsibility for this over a number of events.
- Coordinating SIGs and speaker sessions.
- Collecting feedback on events and bring it to Planning Weekend.
- One member of the committee should attend Switchboard meetings.
- One member of the committee should attend the annual Strategy Day.

What you could gain

- Good organisational experience and having a position of responsibility for your CV.
- Possibility of first aid training if more first aiders are required

Skills Required

- Organisational skills and time planning
- Ability to work as a team
- Confidence to speak in front of everyone at YFGM
- Confidence handling problems

Time Commitment

All YFGMs, all (or most) Planning Weekends, and a small amount of organisation/preparation work in advance of each event. Members of logistics will need to arrive early and leave late at each event for prep and clean up/locking up.

One member of the committee should attend Switchboard meetings.

One member of the committee should attend the annual Strategy Day.

Other Requirements

You will need to complete a safeguarding declaration and a data protection declaration to take up this role.