



EVENTS OFFICER PROFILE

Responsible to: Lace Society Committee

Main Purpose of Post: For the smooth running and organisation of events, to include events as sometimes decided and assigned by the committee.

Responsibilities:

- To implement the Events Sub Committee terms of reference.
- To provide reports to the Secretary for each Committee Meeting 3 weeks prior to the meeting date. These documents to be as Word documents and/or Excel spread sheets in the agreed Lace Society format. Reports to include recent past courses and retreats and future events already decided by the main committee.
- To provide timely and at minimum monthly interval updates to the Chair and Committee.
- To make recommendations to the Committee for courses, retreats, outside visits and other learning opportunities (along with suggestions for tutors and venues) for membership participation.
- To keep an events diary file with all contact details and arrangements for future Lace Society presence at Lace Days, fairs and courses.
- To prepare estimates of the financial requirements for all events.
- To provide final statements after such events are concluded.
- To prepare recommendations of the requirements of an event to include manpower, lace displays etc.
- To provide the Editor with regular news updates of events for inclusion in the Newsletter.
- To support the Editor in providing suitable patterns and articles for inclusion in the Newsletter.
- To provide the Web site officer with regular updates for uploading to the Lace Society website.
- To provide half yearly/annual petty cash accounts to the treasurer for auditing.
- To carry out under direction of the Chair such suitable duties as time to time decided by the Committee.

MJW January 2017