

EVENTS & MEETINGS -----ROLES & RESPONSIBILITIES

For ----Event organisers, FFMC Coordinator, (Monthly Socials), Sound & Vision Coordinator, Website Team, Interest Group Coordinator.

All members.

When a member wishes to organise an event where all members can attend:

- 1 If booking a Speaker, ascertain any equipment they may need. The Sound & Vision Team has a booking form with details on what we can provide.
- 2 Download from the website under Procedures – Organising an Event.
- 3 If funding is required, complete a funding application & submit to the Treasurer. It should also include the cost of the venue.
- 4 Once funding is approved, contact the Chair or Vice Chair to identify possible dates & times.
- 5 Once booking is confirmed, complete a Sound & Vision booking form and email to the S/V Coordinator.
- 6 Send details of the event to the Website Team for inclusion on the Events page.
- 7 Email details of the event about 6 weeks before to the Newsletter editor for inclusion in the Newsletter and email the Good Times Editor with details.
- 8 Contact Volunteers to organise refreshments on the day (St Cuthbert's provide these)
- 9 Ensure you have the Cheque (if needed) for the speakers fee and expenses before the event.
- 10 Ensure you have made arrangements on the door for collection of the event fees and that members sign the attendance sheet.
- 11 If a media stand with a laptop/projector is required, there will have to be a mains extension cable running from the wall socket to the media stand and this must be protected using the on-site cable protectors.

Fulwood Free Methodist Church.

- 1 The Chair and/or the Vice Chair organises the Monthly Socials at FFMC.
- 2 Email the Website Team with dates for uploading on the Events page of the website.
- 3 Arrange refreshment team.
- 4 Ensure the room is set up on the day of the event.

Speaker Organiser.

- 1 Book Speakers
- 2 Email a completed S&V form to the S&V Team.
- 3 Email the Speakers' name and their charges to the Treasurer.
- 4 Email a notice to the Newsletter Editor with details.

S&V Team

- 1 Ascertain who is available on the team to assist on the day of the event once a booking form has been received.

Website Team.

- 1 When appropriate details are received, insert the notices in the Events section of the website.

Interest Group Coordinator.

- 1 Books, cancels & amends bookings for ALL group meetings.

2 Training re group leaders --- Email the Group Leader with the forms they will be asked to sign, and advise them they will need to have signed them before arrival on the raining date.

3 Advise Group Leaders or Leaders it concerns of the following:

The Interest Group Coordinator is their first point of contact for any Group matters. The Group Leader can deal with the matter, or pass the matter on to the Chair or Vice Chair.

Group Leaders should not contact the staff at any of the venues, the exception would be if a room needs to be cancelled at very short notice, they should then advise the Interest Group Coordinator, who will then advise the Treasurer and the Assistant Treasurer.

The maximum which can be deducted from attendance fees for *incidental* expenses is £10, anything over would need to be agreed with the Treasurer together with a completed funding application.

If a Speaker is to be booked for an event, and they are incurring a fee, a funding application would need to be submitted to the Treasurer. A Speaker should not be paid in cash – either request a cheque from the Treasurer, or arrange payment by bank transfer, but the Speaker should be asked for their preference of the two in advance.

Policy updated Aug 2025

Revision date Aug 2028