



National Events' Secretary role description

Purpose

The role of the National Events' Secretary is to plan and organise both the annual Founders' Meeting and the Fellowship Retreat. The events should demonstrate the true values of the Fellowship and be welcoming and fulfilling to the delegates. The role holder is also the main Executive source of advice and guidance for branches hosting a Fellowship Day, Regional Day or Autumn Conference.

Key Functions/Responsibilities for Founders' Meeting and Fellowship Retreat

- Manages the budget, all event administration and publicity. Liaises with the Central Treasurer regarding budget
- Is the point of contact for Branches and delegates. On-going involvement in all areas to be delivered including: the service(s), overnight stay, travel, venue management, invitations, registration process, speaker/lead

1. Fellowship Retreat

- Organises the conference venue accommodation and catering for delegates. A chapel is desirable.
- Identifies and liaises with a suitable leader/speaker and agrees a theme.
- Ensures delegates have all relevant information needed including a conference booklet, if used.
- Invites two delegates (one first timer) to write reports for Grapevine and send photographs to the Editor and Website Secretary.

2. Founders' Meeting

- Encourages Branches to co-host the event with the Executive
- Liaises effectively with the nominated host Branch

- With the Branch, identifies the appropriate church, venue, speaker(s) and the theme for the event
 - Works with the Branch and agrees roles and responsibilities
 - Invites last year's host Branch to write a report for Grapevine
3. Branch Run Events: Regional Days, Fellowship Days
- Proactively encourages Branches to host regional and national events, including Fellowship Days
 - Is a central source of advice and guidance for Branches who are running events for their region or nationally
4. Executive Meetings
- Attends meetings of the Executive Committee and carries out tasks assigned to her by the Committee eg support at the AGM
 - Proactively contributes to the policy and decision making process
 - Is a supporting team member
5. Attendance at National Events
- Attends all national events in the WF calendar and some regional events, engaging with the wider membership wherever possible.
 - May present special agenda items at the AGM
 - Chairs a Regional Forum meeting in September/October

Personal Attributes

- Is friendly and welcoming; enjoys meeting and talking with new people
- Has the ability to develop good working relationships with the Branches
- Is diplomatic
- Can express herself effectively with external organisations and speaker
- Has the ability to plan and organise; is detail conscious

Key Skills

- Essential: good working ability with Word documents and email.
- Essential: basic level of knowledge on how to use Excel spreadsheets, including adapting existing spreadsheets.