

Role description for ALK officer  
Post: Events Coordinator



## Events Coordinator

The Association is administered by a small group of unpaid volunteers based in the UK.

This role's purpose is to work with and for ALK members to oversee events that the ALK itself organises, or helps promote events run by other organisations that might interest our members. Day to day, the postholder is responsible to the Chairman for carrying out their role.

Whilst all our postholders are busy people with other lives to lead, and it is to a considerable degree up to each postholder to put their own personal stamp on these unpaid, volunteer roles, there are some expectations.

Here are the main ones:

### COORDINATING EVENTS ORGANISED BY THE ALK

- Liaise with members who are running events, including the AGM
- Find out about them and ensure that the Events Webpage and LAMP carry up to date information
- Establish with the event organiser what role they want you to play in promoting and administering the event
- Ensure there are no major clashes of events – too many in one month, same weekend clashes and so on
- Ensure that our liability insurance is valid by:
  - Requiring evidence of an event risk assessment having been undertaken by the organiser, or ensuring that appropriate other insurance is in place to protect our members and the ALK against claims
  - Ensuring all members participating in an event have accessed the risk assessment and are willing to sign an Event Participation Form
  - Follow-up with an event organiser afterwards to ensure a copy of the Event Participation form is archived
- Where appropriate, undertake Mailmerge bulk emails to members about new event announcements or Events Webpage updates
- Ensure all relevant paperwork, fee payments etc are properly completed in respect of Trinity House or NLB access permissions

### ARRANGING EVENTS FOR THE ALK

- Where asked, or based on feedback gathered from ALK officers, regional representatives, the trustees or members, arrange solely or jointly to organise events and undertake all appropriate arrangements for those events
- Promote events via the Events Webpage, LAMP entries and/or bulk emails
- Ensure that our liability insurance is valid – see paragraph above

- Undertake all relevant administration, mainly:
  - Carry out research that enables an accurate estimate to be prepared of costs to individual members of attending the event. The ALK wishes to make neither a profit nor a loss on events run for members' benefit and enjoyment
  - Confirm venues, hotels, transportation, boat crossings, landing permissions etc
  - Liaise with Trinity House, the NLB, the Commissioners for Irish Lights or other overseas lighthouse authorities over lighthouse access where requested and undertaking application form completions and fee payments
  - Keep spreadsheet-based booking information from members
  - Design and make available event "fliers" and joining instructions

#### DAY TO DAY ADMINISTRATION

- Become and act as authorised co-signatory on the Special Events account
- Handle incoming payments for events – pay cheques into a Barclays Bank branch, monitor payments in (via BACS) and liaise with Treasurer over Paypal payments, ensuring fund transfers between the Main and Special Events account as appropriate, and writing cheques for expenditure and arranging co-signatures
- Maintain financial records so that a balance sheet can be presented to each AGM
- Attend the AGM and present a Special Events report and balance sheet
- Field and respond to emails and other enquiries from members about events
- Liaise with the Website Manager over changes to the Events Webpage
- Liaise with the editor of LAMP over the regular events update feature
- Maintain email update request list and ensure webpage updates are advised to all on this list plus all officers
- Liaise with the Publicity Officer where appropriate over events
- Liaise with Regional Representatives over events in their area
- Consult with the Chair and other Trustees as required over new events or matters having a wider impact across the ALK
- Liaise with the Membership Secretary over any changes to member information that may arise, eg address changes, contact information and email changes.
- Keep relevant parties informed of your activities by sharing information in a timely fashion
- Build and maintain the best possible relationships with Trinity House and NLB external liaison personnel (At 31 march 2014 this is Nichole Kelly at TH Harwich and Lorna Hunter NLB Edinburgh)

#### EXPENSES

- The ALK will cover all reasonable expenses incurred by this postholder, but they must be agreed in advance with the Chairman.
- Travelling costs in connection with carrying out ALK duties will be reimbursed, if agreed in advance, from the main account (general admin travel expenses) or from the special events account (event planning travel expenses) provided receipts or retained tickets are supplied along with an expenses claim form. However it is expected that Regional Representatives will carry out local visits, venue inspections, boatmen negotiations etc in order to minimise such costs.

- Communicating with members and officers The main route for communicating with members and officers is by email, and it is a requirement that all postholders will have an email contact address and use this on behalf of the ALK.
- Postage costs where necessary will be reimbursed, if agreed in advance, on submission of the relevant expense claim form provided receipts are attached. Generally use 2<sup>nd</sup> class mail unless it's critical to use 1<sup>st</sup> class. Where a number of letters need to be sent, the Hurst Castle ALK Project Manager has, as at March 2014, the ability to send out franked mail which keeps the costs down significantly. He is normally willing to do mailings for the ALK so liaise with him as required.
- Telephone call costs on behalf of the ALK will be reimbursed if unavoidable but we would ask the postholder to ensure all reasonable steps are taken to have in place mobile/landline contracts that allow free calls to be made, at least at weekends and during evenings. Where reimbursement is to be applied for we ask that postholders call at times when call charges are lowest and that call times are limited to discussion of essential matters. An expense claim form must be submitted together with an itemised listing from the telephone provider. The norm is that most postholders do NOT charge telephone calls to the ALK and we do regard reimbursement as the exception rather than the rule.
- Any participation by the Events Coordinator in events will require him/her to contribute payment at the same rates as all other participating members.

#### WHAT DO YOU NEED TO CARRY OUT THIS ROLE?

This is for guidance of members considering applying for this post. Useful skills/experience which a volunteer could bring to this role might include all/some of the following:

- Excellent communication skills – telephone, email
- Administrative ability
- Ability to use email and spreadsheet software
- Ability to deal with a wide range of different people and personalities
- A passion for visiting lighthouses
- Forward planning skills of a high order
- The ability to design and produce event marketing material
- A strong sense of team-playing – informing those who need to be informed and working alongside other ALK officers to support their work, and to show respect for other's roles
- Problem-solving skills
- An ability to build and maintain excellent relationships with the NLB and Trinity House personnel
- A meticulous approach to event paperwork to protect our insurance cover
- Good group skills when leading or participating in events
- The ability to drive a minibus would be useful for some events
- Confidence in numeracy and handling simple accounts
- Regular access to a branch of Barclays Bank
- Experience of organising trips, events, training courses