

The Association of Lighthouse Keepers



Events Team role outlines

Background

By the 2018 AGM David Taylor will have been our Events Coordinator for 6 years. During this time the programme of events, mainly lighthouse visits and breaks, has grown a lot to meet the demand of a growing membership base.

Like all our roles this is a volunteer role and the demands on David's time have grown accordingly to the point where it is virtually full time at certain times of the year.

David has a number of other projects he needs to undertake in his retirement while he still has the energy and capability to do them, and that includes helping to look after two demanding young grandchildren from time to time!

David advised the Association that he wanted to step down after 3 years but nobody came forward to take on the role so he soldiered on.

However he feels he can't just carry on extending his commitment to the ALK indefinitely, and so advised his fellow trustees before the 2017 AGM that he would be unable to continue beyond the 2018 AGM.

We've advertised the role in Lamp over the last 2 years and had lots of conversations with committed members, but to date, no joy.

The team idea and the 2019 suspension of the events programme

Four years ago we had a similar challenge when our Lamp editor, Dallas Stone, stood down. Editing and producing a 40-page colour journal 4 times a year is a pretty awesome one for one volunteer and so the idea of a team was born to spread the load and this has worked beautifully with a number of members assisting Helen Fairlie and Helen Gerrard to get Lamp to the standard it's at and meet each quarter's deadline.

So the idea of a team for events coordination seems sensible and, again, we've been advertising this widely since the 2017 AGM.

There are three roles – see below – and one already has a volunteer who happens to be a trustee willing to do it (the Finance role) but the other two remain empty at the time of writing.

Until we can fill the remaining two we've had to take the very sad decision to suspend the events programme for 2019. Many see events as a key membership benefit so this hasn't been done lightly. But David can't continue beyond September 2018 and so we really have no choice now. (The AGM weekend is excluded from all this as it falls to the Secretary and local reps to organise).

What's involved?

The suggested approach is shown below but the Lamp team roles have evolved over time and this could well happen with events once we get a team in place.

But right now a workable approach, with manageable workloads, seems to us to be:

- **Overall coordination**

- Talk through ideas about events with members offering to organise them
- Watch the calendar for the year and ensure proposals for events don't overlap or clash
- Liaise with the Chairman and trustees as necessary to gain approval for events proposals
- Support members organising events once approved – contacts, suggestions, possible pitfalls
- Maintain good relationships with Trinity House and the Northern Lighthouse Board
- Decide on ways to market events and action them in liaison with the team
- Prepare copy for Lamp each quarter on events and ensure updates are made to the events webpage
- Liaise with the events team regularly to review progress

- **Admin**

- Prepare and submit formal applications to Trinity House and Northern Lighthouse Board for site visits
- Assist coordinator with marketing events – liaising with website manager and Lamp team and undertaking emails to the membership
- Prepare event Welcome Packs in liaison with event organisers and ensure distribution
- Prepare Event Participation forms
- Undertake risk assessments in association with event organisers
- Liaise with ALK insurance company where necessary over events
- Liaise with Finance team member over requests for payments in and arranging payments out

- **Finance**

This role has been assigned to Lin Sunderland, one of our trustees, and we're very grateful to Lin for being willing to take it on. It covers managing the Special Events bank account and all payments in and out for events

None of the above roles require actual event organisation – that normally falls to enthusiastic members, ALK officers or regional reps, but there's nothing at all to stop an events team organising their own events if they wish to. David has organised a number of events in his time. Also if members want to organise a trip for friends that's fine but it won't be covered under the ALK's processes.

The way forward

We hope the above will appeal to at least 2 of our 800+ members! Please contact either David himself (events@alk.org.uk) or Neil Hargreaves our Chairman (chair@alk.org.uk) if you'd like to be considered for either of the vacant roles, or just need more information. David has told us he's more than happy to support/mentor/train up anyone in any aspect of the above in their early days in the role.