

## **Gay Outdoor Club**

### **Job Description Event Leader (walks, socials etc)**

#### **What do you need to do?**

1. In association with other GOC members, the leader will be the person who actually delivers a named Event for members and guests. On the day they are `in charge` and should be seen to act accordingly.

2. The leader will demonstrate skills needed to research and plan the event including appropriate Risk Assessment. Listening skills should be recognised – what do members want, and how strenuous is the activity? Informal discussion with Group Coordinator or Board member will usually facilitate the Event being supported and published. The leader will be clear at the outset – is what is planned actually an advertised GOC event - or a private activity amongst friends?

3. The leader will usually share preparation of another member (or two) on `reccies` of walks or visits to venues. A stand-by leader can thus be obtained should sudden illness prevent the leader from attending.

4. The leader will recognise the importance of publishing a beginning and end-time and date, and starting point together with requirements (transport links, parking fees, etc). They will also have their published mobile phone number available. If not possible, instead that of a friend attending as contact on the day.

5. The leader will usually ensure that a `back marker or `assistant` is identified in advance from those attending, and know what is required of such people. In the event of an unforeseen obstacle, or map reading queries, the leader will have the necessary skills to discuss intentions with others.

6. Last minutes checks on adverse factors (such as `named` storms or major disruption) which could prevent the Event from taking place should be undertaken. This would include sudden closures of any booked activities such as Theatre performances. The GOC website procedure for contacting booked members would be used for any such cancellations and the leader should consult the Group Coordinator prior to any cancellation.

7. The leader will have, (subject to GOC Procedures,) names of those attending. The Event will start with a short briefing, mentioning known hazards to be aware of, points of interest and a friendly welcome to any new members. A head count should be undertaken and a shared decision taken on any members who are `running late`. The leader will want to ensure adequate time to complete the Event.

8. During the activity the Leader will ensure, with other experienced members that the group is kept together and no one `goes missing`. Any route alterations on walks or timing changes in other activities should be in consultation with the Group Coordinator or another experienced member. However, the leader must make the final, clear decision.

9 Most members have a clear view as to what is `acceptable behaviour`. This is very rarely an issue. The leader should brief themselves as to current GOC Policy on such matters and not hesitate to warn anyone of failings in this matter.

10. The leader is not expected to be a First Aid expert, but is expected to show common sense. In a (very rare) emergency other members should be asked to support the leader`s steps in summoning help.

11. Following completion of the event the Leader should arrange for a report to be submitted – usually to the Group coordinator. This will accompany any photos taken. Learning points should also be detailed.

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