

GAY OUTDOOR CLUB

Job Description

National Events Officer

Introduction

The post holder is usually a trustee and member of the Board - this is desirable but not essential. The Charities Act defines charity trustees as the people responsible under the charities governing document for controlling the administration and management of the charity.

1. Aim

Under the Charities law, the Board of Trustees holds the ultimate responsibility for directing the affairs of the Gay Outdoor Club and ensuring that it is solvent, well run and delivering the charitable outcomes for which it has been set up. This document seeks to define the key responsibilities of the trustees and provide clarity on the personal skill and experience required to successfully fulfil the role.

2. Associated Documents

This Job Description and person specification should be read alongside the Articles of Association.

3. Job Description

Annual Outdoor Gathering (AOG)

- 3.1 To act as group coordinator for the AOG Specialist Group and to maintain its website.
- 3.2 To support a local GOC group, or another group of members, in organising the outdoor activities that take place at each year's AOG.
- 3.3 To liaise with the venue for each year's AOG.
- 3.4 To check the contract provided by the venue to ensure that we understand the associated terms and conditions.
- 3.5 To liaise with the club secretary to make the necessary arrangements for the AGM.
- 3.6 To book a suitable room for the AGM, and any other meeting rooms that we may require.
- 3.7 Book any evening entertainment that is to be provided.
- 3.8 Post the dates for each AOG on the website as soon as they are available.
- 3.9 Post full information about each AOG on the website by 1st November of the preceding year.
- 3.10 Draw up a budget to be agreed with the chairman, secretary and treasurer.
- 3.11 Provide booking and other relevant information to the magazine editor by 1st January.
- 3.12 Set up the booking system and manage the bookings.

- 3.13 Report to the board as appropriate.
- 3.14 To take charge of any administration required (e.g. check-in) at the event itself.
- 3.15 To plan ahead for AOGs in future years, usually by recruiting a GOC local group to take on the task of organising the outdoor events in an area which has a suitable venue. This is to ensure that dates can be announced well in advance, locations are inclusive and accessible to members around the country, and the costs and risks associated with venue contracts are managed effectively.
- 3.16 To support and oversee, on behalf of the Board, any contractor that might be appointed with Board approval to deliver any of the above roles.

Other National Events

- 3.17 To liaise with and support Board members, Group Co-ordinators and other members as appropriate to devise and implement any other National Events on a one-off or on an annual basis

4. Person Specification

The person needs to be a competent administrator, able to regularly attend the Annual Outdoor Gathering at which the AGM is always held. They must have an open, friendly and welcoming approach and be polite at all times, even when dealing with a difficult situation, and be able to work with other trustees to fulfil the aims and objectives of the Gay Outdoor Club.

5. General Qualities

Need to be a good communicator and able to have an understanding of how members interact with the organisation.

6. Specific Skill and Experience

May have had some experience in marketing, event management and/or working with volunteers.

7. Appointment and Resignation

Trustees are usually elected each year at the AGM as per the Articles of Association. Although there is usually space on the board for members to be co-opted onto the board, these are generally used for securing individuals with skills and experience in fields required at the time. All trustees' terms of office are for one year only, and expire at the AGM. Existing trustees can offer themselves up for re-election each subsequent year, provided that they are sponsored as per the Articles of Association. Office holders who are not trustees are appointed by the board. Trustees and other office holders may resign at any time.

05/10/24

Version 1.4

To be reviewed and updated as appropriate from time to time, with the input of candidates and/or post-holders.