



Officer Nomination Notice

Post/Type	Activities Officer/Discretionary Officer
Reason	Expiry of previous term
Role	Co-ordinate and manage large non-riding Chapter membership events
Term	3 years, renewable
Start	01 February 2021
Eligibility	Open to full Chapter members who have regularly participated in Chapter events as rider or pillion.
Duties	<p>Work with the Director, Assistant Directors, Charity Officer, Treasurer, GHD and other Committee members, to create, coordinate and deliver high quality non-riding Chapter events, including, but not necessarily restricted to the Start & End of Season parties, any chapter hosted rallies and similar events.</p> <p>Manage the annual Cirencester rally. This is the Chapter's premier event and there is a significant workload involved. Note that in the first year Eileen has offered to mentor the new officer.</p> <p>Other expectations are regular attendance at Club nights to promote and sell event tickets, Storage/arrange storage of chapter decorations (2 boxes currently) and transportation/displaying at events. Note that you don't have to do it all yourself. There's a team to help, but you manage it. Entails full membership of the Committee and requires attendance and reporting at Quarterly meetings.</p>
Skills/Interests	Social, organisational, budget management, negotiation, communication and team skills and an ability to manage the kind of Chapter event that blows the membership away with how good it was and blows the Committee away with how effortless it all seemed ;-). Able to retain confidentiality in negotiations and dealings with event



bookings, budgets etc. The successful applicant can expect support from other Committee members and Primary Officers in return for proactive communication of ideas, plans and progress.

Closing date 30 September 2023

Next steps In the first instance, discuss with the current activities officer to fully understand the role, commitment and the work involved. Nominees should then email a statement of their interest explaining what they will bring to the role to secretary@hogsbackchapteruk.org

The successful candidate will be notified following a vote by the Hogsback Chapter Committee at its Quarterly Meeting in October 2023.