



ROCHESTER CATHEDRAL OLD CHORISTERS' ASSOCIATION

EVENTS SECRETARY

Role and Responsibilities

- To attend and participate in Committee Meetings (usually two meetings per year).
- To book venues where necessary and organise events approved by the Committee
- To liaise with third party suppliers for quotations for food/beverages that may be required and to obtain confirmed costs from the chosen supplier
- To liaise with the Cathedral when necessary regarding bookings for events
- To keep the Chairman and Treasurer informed of progress and costs and to provide accounts for the Treasurer after each event
- To draft notices advertising events for circulation

Key Activities

- Ensure timely circulation of relevant papers to the Committee for meetings
- To make confirmed bookings if required with the Events Team at the Cathedral or external venues at the earliest possible date
- To negotiate with suppliers regarding food/beverages and obtain written confirmation of deliverables and cost prior to contract
- To draft notices advertising events for circulation to members by the Webmaster and to request him to update the Upcoming Events tab on the website
- To ensure that payment is received from members when required and to keep up to date records

Recommended Experience

- Ideally computer literate, knowledge of Excel desirable but not essential