

6.1.3 Duties of Events Committee Members

6.1.3.1 Events Chairperson

This role is to:

- (i) Oversee the efficient running of the Events Committee.
- (ii) Ensure that relevant Guild policy is implemented.
- (iii) Have a sound working knowledge of major exhibitions, shows, and marketing of these events.
- (iv) Agree with the Guild Treasurer an annual budget of income and expenditure in respect of the Events Committee and to control expenditure within that budget
- (v) Ensure that committee meetings are held as necessary and that minutes of those meetings are made available to the Management Committee.
- (vi) Negotiate with venues to agree appropriate rates for events.
- (vii) arrange regular meetings with the Events Committee and venue staff to ensure the smooth running of Guild events
- (viii) Recognise and recommend such Guild members as may be required to carry out the following functions:-

Events Committee Secretary

Events Committee Treasurer (or the Guild Treasurer)

Events Trade Manager

Chief Steward

Events Trade Representatives (X2)

Show Managers (X3) – spring, summer and Guildex

Other Guild members to be co-opted as may be required from time to time.

- (viii) Organise and oversee Guild advertising for events in consultation with the Publications Chairman.
- (ix) Liaise with other Guild committees/committees and Council.

- (x) Organise, with the Publications Director, the printing of guides for each Guild show and ensure deadlines are met.
- (xi) Proof read publications prior to printing for Guild shows and ensure sign-off has been given to the design and print agency.
- (xii) Check, authorise and approve committee members' expenses for delivery of activity relating to Guild events.
- (xiii) Support the show and trade manager and resolve disputes.
- (xiv) Agree the content of Guild events with committee chairmen and resolve any matters arising.