



Northowram Scarecrow Event Committee

Core Roles & Responsibilities

Version 10 – November 2023

Next Review date November 2026

Meetings Attendance

- See Aims, Objectives and Membership

Chair/Vice Chair

- The Chair will lead all meetings and in their absence the Vice Chair will step into the role.
- The Chair/Vice Chair will have a deciding vote on any issue where a tie occurs.
- The Chair/Vice Chair will ensure all roles are carried out competently and in a professional manner offering support where necessary.
- The Chair/Vice Chair will lead on Corporate Sponsorship for the Scarecrow Event. They will be supported in this by the Joint Treasurers and Fundraising & Business Link.

Treasurers

- The Treasurer role will be held by two people to ensure checks and balances are in place.
- The joint Treasurers will be joint signatories on the Northowram Scarecrow Event bank account. One of the treasurer's will be responsible for online banking.
- It will be the responsibility of the joint Treasurers to collect, count and record all income and outgoings.
- It will be the responsibility of the joint Treasurers to provide a financial breakdown to be tabled at the AGM annually.
- At least one of the joint Treasurers will attend all meetings of the Funding/Bids Sub-Group and will give feed back to the full committee on recommendations from that group.
- The Joint Treasurers will be responsible for retaining a file record of all bids/funding decisions and will make this available to the Chair/Vice Chair or Auditor on request.
- The Joint Treasurers will support the Fundraising Co-Ordinator with the collection of prizes, donations, and fees for advertising.

Secretary

- The Secretary will ensure the Aims & Objectives and Membership Roles and Responsibilities are regularly updated in line with current practice and ongoing changes.
- The Secretary will be responsible for organising nominations and voting as and when required.
- The Secretary will be supported by the Minutes Secretary.
- The Secretary will link in with the Communications Lead on the production of all material for publication.
- The Secretary will be responsible for producing posters and flyers to inform residents of events. In this the Secretary will be supported by the Communications Lead.
- The Secretary will ensure that all material for publication is approved by the committee before going to press.

Minutes Secretary

- The Minutes Secretary will minute all meetings and ensure all minutes are placed on the website once ratified by the committee.
- The Minutes Secretary will ensure a record is kept of all decisions and transactions of the committee.
- The Minutes Secretary will support the Chair/Vice Chair in the organisation and running of meetings including the AGM.

Tombola Co-ordinator

- The Tombola Co-ordinator will be responsible for the main tombola stand run directly by the Scarecrow Committee
- The Tombola Co-ordinator will be responsible for ensuring they have access to sufficient equipment, which is appropriate, safe, and secure.
- The Tombola Co-ordinator will be responsible for ensuring the tombola venue and equipment are risk assessed. They will be supported in this by the Risk Lead.
- The Tombola Co-ordinator will be responsible for ensuring they have sufficient prizes and floats. They will be supported in this by the Joint Treasurers.

Risk Assessment and Health & Safety Lead

- The Risk Assessment and Health & Safety Lead will be responsible for ensuring that a risk assessment is undertaken for the event annually. This will entail each venue informing them of all planned activities.
- The Risk and Health & Safety Advisor will be responsible for notifying Local Authority and emergency services of all planned activity. They will be supported in this by the Local Authority Lead.

Fundraising Co-ordinator and Business Link

- The Fundraising Co-ordinator will be responsible for canvassing local businesses for raffle prizes, donations, and uptake of advertising space.
- The Fundraising Co-ordinator will be responsible for collecting raffle prizes, donations, and advertising money. They will be supported in this by the joint Treasurers (particularly with the collection of monies).
- The Fundraising Co-ordinator will be responsible for delivering information as and when required. They will be supported in this by the Joint Treasurers and other committee members and volunteers as and when required.

Local Authority Link

- The Local Authority Link will support the Risk Lead in ensuring all relevant authorities and emergency services are informed of planned events.
- The Local Authority Link will advise the Committee on the appropriateness of funding streams ensuring there is no over-lap or clash with Local Authority funding.