

## **Role Description**

### **Programme Planning**

The success of the club depends on a good and varied programme. The role is a combination of arranging the next season's programme and entails booking judges, speakers and organising creative/practical evenings. This can be done by either one person or by different members who report back to the programme secretary as and when judges, speakers and the creative/practical evenings have been organised.

At the end of the season a meeting shall be held to ensure an outline plan is in place with dates for all to work from.

If the programme planning is split into the below three then all should be able to take over a job in the event that anyone is sick/away.

In the event of there being only one programme planner there should always be a member shadowing so they can take over should the programme planner be unavailable. This will ensure the smooth running of the programme throughout the season

### **Programme Secretary**

- a. Arrange the next season's programme with the dates/activities so that is completed by the end of the previous season.
- b. Check with External Competition Secretary the dates for interclub matches.
- c. Inform club secretary/webmaster once bookings/dates have been confirmed so that the programme can be kept up to date.

### **Booking Judges**

- a. Liaise with External Competition and Programme Secretary the dates for hosting the internal and interclub club competitions.
- b. Whenever possible book judges at least a year in advance by either email or phone and confirm in writing as soon as possible.
- c. A list of judges can be found on the SCPF website. SCPF League matches require a level 3 judge or, if one is not available, then a Level 2+ one is alright
- d. For internal competitions, any judge from Level 2 upwards is fine. Also invite one Level 1 judge a year to give them experience and gain in confidence.
- e. Ascertain the cost of the judge at time of booking.
- f. Give the judge a contact number that can be reached in case of emergencies etc.
- g. Contact the judge a least a week in advance to confirm they can still make the meeting and to give guidelines regarding the judging protocol.

### **Booking Speakers**

- a. Confirm with Treasurer the budget for the coming season.
- b. Check the dates available for speakers with the programme secretary.
- c. If possible book speakers a year in advance and ascertain the cost at time of booking and inform treasurer.
- d. Once bookings are made, inform programme secretary and webmaster.
- e. Advise speaker of a contact number in case of any emergencies, etc
- f. Contact approximately a week before to confirm they can still make the meeting and check on their requirements.

## **Creative/Practical Programme**

For the Practical programme to be a success it depends on a pro active Sub Committee

- a. At the end of the season the Sub Committee shall hold a meeting to produce the Practical programme for the following year. They will work together to plan and organize every practical/creative evening with a set of minutes recorded and sent to both the chairman and webmaster for the inclusion in Dropbox.
- b. They will work with the programme planner to organise the dates available ensuring the final programme is ready in time to be put on the website before the beginning of the season.
- c. They will liaise with the person who books speakers to ensure there is no duplication on subjects being covered.
- d. They will hold further meetings throughout the year to ensure that all the plans are met and have a plan B should any of the presenters be unable to attend. Any alterations to the programme need to be sent to both the chairman/programme planner and webmaster.
- e. The Sub Committee members are responsible for organising every practical evening to include presenters and any equipment that is required. Give club members who have volunteered to give a talk plenty of time to prepare and contact at least a week in advance to ensure everything has been prepared.
- f. All creative/practical evenings shall have a subject/title in the programme.
- g. Inform the chairman a week in advance of the agenda so they can be included in the newsletter and announced at club the previous week.
- h. A report shall be prepared and presented at all committee meetings.

Amended 04/12/2023