

**THE TRUST**

**EVENTS TEAM**

**Terms of Reference**

**Aims:**

- to be plan, organise and publish the annual programme of activities for The Trust members;
- to generate income for The Trust;
- to assist in recruiting new members to The Trust.

**Objectives:**

To achieve these aims by:

- being responsible for the production of the Events Programme which will be circulated to members twice yearly;
- being responsible for the production of The Trust's Events Booking Form giving members the opportunity to book places for these events;
- being responsible for keeping within the financial objectives of the Trust through a budget and costing of events;
- carrying out public relations activities where possible to recruit more members and to publicise the work of the Trust whenever possible;
- liaising and maintaining contact with other Gardens Trusts.

**The Team:**

- will consist of members of the The Trust;
- shall appoint a Chairman to manage the Team. The Chairman will report to the Executive Committee;
- will use the Administrator to give continuity to its activities;
- shall utilise the Administrator to prepare the Agenda and note the Minutes of meetings following consultation with the Chairman. The Team's duties will also include the circulation of Minutes and maintaining the Action List;
- will appoint an Events Secretary to receive bookings and circulate tickets and maps, keeping an accurate record of attendees and a waiting list where appropriate. An updated account will be kept of monies received and refunds made where appropriate after consultation with the Hon. Treasurer;
- will meet as required;
- the Chairman or representative will submit a short report to be circulated in advance to the Executive Committee.

**Role of Chairman:**

- to co-ordinate the work of the Events Team in bringing together an annual programme of activities for Trust Members;
- to circulate to Trust Members a twice yearly programme of events;
- to manage administrative matters affecting the events programme in relation to budgets and practical procedures;
- to report to the Executive Committee on the work of the Events Team.

**Chairman's Job Description:**

- to call meetings of the Events Team as required in order to review the current year's programme and to plan for the following year's events;
- in collaboration with The Trust's Administrator, to issue Agenda and Minutes of Events Team meetings;
- as requested, to advise and assist Team members in organising their individual events and to ensure that plans are finalised to the required timescales;
- to produce a twice yearly Events Listing for circulation to members;
- to keep a record of the monies received and payments made for each event;
- to liaise with the Events Secretary to ensure the bookings/ticketing process is as efficient as possible;
- to submit a short report to the Executive Committee in advance of its meetings;
- to recruit further members of the Events Team through publicity appeals or other appropriate action;
- where appropriate, to liaise with other Gardens Trusts.