

# **NATIONAL EVENTS CO-ORDINATOR'S TASK LIST**

## **COMPILING AND MAINTAINING THE NATIONAL AND REGIONAL ANNUAL EVENTS DIARY.**

This diary is published in the Spring Edition of Sweeping Statements and on the web site and is regularly updated on the web site by the web editor, currently John Oldham. It includes a brief summary of regional social events, committee meetings and the AGM weekend.

- At the committee meeting following the AGM in October I ask co-ordinators to let me know the details of any events that are being planned in their region in the coming season
- I prepare a draft diary containing: the date of each event; the region in which it will be held; a brief description of each event, and the contact details (name, email address and phone number of the regional co-ordinator or representative)
- I present a draft of the diary at the February committee meeting, so that details can be checked and amendments and additions made
- I send the final version to the Magazine Editor, currently David Haugh, by the copy date (usually 31<sup>st</sup> March) for inclusion in the Spring edition of Sweeping Statements
- I give all the updates to the web editor so that the web site diary can be amended accordingly. This is an ongoing process as sometimes details change during the boating season.

## **ORGANISING BOC'S PRESENCE AT BOAT SHOWS**

### **Brundall Boat Show, Norfolk**

This show is usually held in May and for several years, BOC has been invited by the organisers, originally Broom Boats Ltd and latterly Norfolk Yacht Agency, to exhibit.

- As the organisation of the exhibit and the roster for working on the stands is undertaken, in the main, by Eastern Region members, I liaise with the Eastern Region Co-ordinator, currently Robert Middleton, who takes the lead for the Club's presence.
- I ensure that the date of the show appears in the National and Regional Events Diary
- I liaise with the web editor, currently John Oldham, to ensure that the details are posted on the web site diary

### **Southampton International Boat Show**

With the demise of the London Boat Show, the National Boat Show (NBS) organisers offered BOC a free berth at the Southampton Show 2019 so that we could promote the Club and attract new members. As this proved to be a successful venture, the NBS intends to adopt the same arrangement in future years.

- As soon as the dates of the show are announced, I liaise with John Goode, Nautical Adviser to the Boat Show to find out if BOC is to be offered a free berth
- Once this is confirmed, I consult with members, particularly those who moor in the South Coast Region, to decide which Broom boat will represent the Club
- Details are confirmed with John Goode

- I organise a roster of BOC members who will work on the exhibiting boat for the duration of the Show (usually 10 days)
- I write a report about BOC's presence at the show for publication on the web site and in the Winter edition of Sweeping Statements (usually 31<sup>st</sup> October), liaising with the web editor, currently John Oldham and the Magazine Editor, currently David Haugh

## **ORGANISATION AND ADMINISTRATION OF THE AGM WEEKEND IN OCTOBER**

This is by far the most demanding and time consuming part of the National Events Co-ordinator's role.

The current policy is to mount the AGM weekend in a different region each year in order to ensure that over a four year cycle, no particular group of members are unduly disadvantaged by having to travel long distances. The current practice is to rotate between the following regions: Eastern, South Coast, Thames and Central.

Although the National Events Co-ordinator has overall responsibility for the organisation and administration of the AGM weekend, it is expected that the Co-ordinator and members in the "host region" will be actively involved in some aspects of the planning, in particular, the organisation of the Saturday day-time activities.

Experience over the last few years has shown that, in order to secure a suitable venue for the social weekend, a provisional booking and possibly a deposit needs to be made at least 18 months before the event. Therefore, the timetable of activities leading up to the weekend is usually as follows:

### **Note. These are the activities that take place 18 months before the AGM weekend**

- **February/March:** Initial inspection of a range of hotels in the selected region. Wherever possible, members from the "host region" may assist with this
- **May:** present findings with provisional costings to the committee who decide which is the most suitable venue
- **May/June:** Details confirmed with the hotel and a provisional booking made for October of the following year
- **October:** Details of the AGM posted on BOC Web site in liaison with the web editor, currently John Oldham
- **October:** Details sent to the Magazine Editor, currently David Haugh for publication in the Winter edition of Sweeping Statements (copy date usually 31<sup>st</sup> October)

### **Note. These activities take place during the year of the AGM weekend**

- **January:** Notify the Club's contacts at Broom Boats Ltd, Tingdene , Navigators and General (N&G), Norfolk Yacht Agency (NYA) and Newark Marina of dates of AGM weekend.

- **February:** present a draft of the weekend arrangements and costings to the committee for consideration and amendment
- **March:** Sign contract with the hotel and pay the required deposit. This aspect is done in consultation with the BOC Treasurer, currently, Stuart Crowther
- **February/March:** Organise a programme of Saturday day-time activities with the assistance of “host region” members wherever possible
- **March:** Write an article for Spring Edition of Sweeping Statements. Send to the Magazine Editor, currently David Haugh, by the copy date, (usually 31<sup>st</sup> March)
- **May:** Prepare a draft information pack containing: a covering letter; programme for the weekend; and, booking forms with costs, for consideration and confirmation by the BOC Committee at the May meeting. (Costing includes: accommodation charges; tea/coffee costs for the AGM business meeting; and the hire of any entertainment required for Saturday evening Dinner Dance)
- **June/ July:** Prepare the final version of the information pack taking account of comments by the Committee.
- **End of July:** Send out Information pack electronically, via E Newsletter and by post to those without IT facilities. This process is carried out by the web editor, currently John Oldham
- **End of July:** Send invitations to the Gala Dinner Dance to representatives from: Broom Boats Ltd, Tingdene, N&G, NYA and Newark Marina
- **August to September:** Receive members’ application forms and payment (either BACS or cheque). Send a receipt to each member
- **August to September:** Where necessary, pay cheques into BOC account. Keep data base and send details to the BOC Treasurer, currently Stuart Crowther
- **Mid September:** Closing date for the receipt of bookings
- **End of September** (date usually specified by the Hotel in the Contract): give the Hotel final numbers of guests attending and a rooming list.
- **End of September:** Final payment of account made to the Hotel (details as specified in the Contract)
- **End of September:** Send Gala Dinner menus to members to enable them to make their choices
- **Beginning of October:** Give menu choices and table plan for Gala Dinner to hotel.
- **Prior to the AGM weekend:** Make name badges for attendees and prepare “Welcome pack of information” for each attendee.
- **AGM weekend!**

## **REPORT WRITING**

- I write a report for each of the committee meetings currently held in February, May and September
- I write a report for the Annual Report in October
- I write a report about the AGM weekend for inclusion in the Winter Edition of Sweeping Statements. This is sent to the Magazine Editor, currently David Haugh by the copy date (usually 31<sup>st</sup> October). I also send a copy to the web editor, currently John Oldham, for posting on the web site