

Committee Roles and Duties – Friends of the Egypt Centre - Updated 2022 to reflect Hybrid events

Co-Chairs:

- Chair lectures and committee meetings
 - **IN PERSON:** introduce speaker, thank speaker, facilitate questions, respond to IT issues (monthly)
 - **VIRTUAL:** Welcome virtual attendees, respond to technical difficulties, moderate the chat and ensure mics are turned off, facilitate questions (monthly)
- Prepare and deliver the annual report for the AGM (annually)
- Replying to member's queries (as required)
- Promotion of the Friends (writing articles, representing the Friends at events).
- Approved signatory
- Manage attendees writing up of events for the EC newsletter and Volunteer newsletter (email to Dulcie) (every other month)
- Booking rooms on campus (as required)
- Posting event on Eventbrite, check number of attendees, reminder set up for those booking via Eventbrite, link to recording sent to those signed up after the event (monthly)

Vice Chair:

- Fulfil the responsibilities of either of the chairs in their absence (as required)

Secretary:

- Take minutes of all meetings, to be shared with committee by secretary within two weeks of meeting (monthly)
- Create agenda for each committee meeting, and send reminders, and minutes of the last meeting to committee meeting (monthly)
- Send reminders of lectures to members two weeks and two days before each meeting
- Create agenda and send out paperwork and reminders for the AGM (annually late July-early August, annually)

Treasurer:

- Manage finances (as required)
- Make necessary payments and reimbursements (as required)
- Bank monies and check bacs payments (as required)
- Ensure accounts are audited before the AGM report
- Prepare and deliver the financial report for the AGM (annually)
- Ensure appropriate regulations and good financial practices are met
- Contact for the bank
- Approved signatory

- Book hotel and travel (if required) for speakers

Membership Secretary:

- Process and manage membership (as required)
- Prepare membership report for AGM (annually)
- Ensure Secretary has up to date mailing list for reminders (monthly)
- Sign in members and take money from non-members at in-person meetings (bring sign in list) (monthly)
- Replying to membership queries (as required)
- Chasing expired memberships (as required)

Events Officer:

- Arrange lecture schedule and book speakers (as required)
- Find replacement speakers in the case of cancellations (as required)
- Obtain abstract, title, bio, and image for each lecture and give to Marketing Officer in good time (monthly)
- Liaise with speaker for travel and accommodation arrangements, giving good notice to the Treasurer for reimbursements (monthly)
- Welcome speaker (in person or virtually), and ensure all equipment working correctly (monthly)
- Thank you email to speaker after the event (monthly)
- Record lecture, edit, and share with members via email or Eventbrite (monthly)

Marketing Officer:

- Create posters/flyers for each event (send to EC for Welsh translation) (monthly)
- Create pdf of programme for each year (send to EC for Welsh translation) (annually)
- Email Ancient Egypt magazine with programme for the year (annually)
- Email EEF with each event announcement (monthly)
- Post and widely share each event on social media (Friends Facebook, EC Twitter account and Instagram accounts) (monthly)
- Prepare PowerPoint slides to be shown in the lecture advertising (monthly)
- Reach out to new marketing opportunities depending on the event (as required)
- Advertise talks in the newsletter (email programme to Syd and Dulcie), and university pages
- Update the programme and Friends page on the EC website (as required)
- Put up posters for the events

Other jobs:

- Collect speakers from the station (if required)
- Additional fundraising
- Mail coming in (Wendy and Ken)
- Raffle running and prizes sourced (Meg and Gareth)

Responsibilities of all committee members:

- Attend committee meetings (send apologies to secretary if unable to attend)
- Promote events and membership
- Help set up and tidy room
- Step in to help with other jobs as needed
- Pitch in if another committee member is absent
- Cakes and refreshments for some in-person events (e.g. Christmas lecture)
- Setting up mics/room and managing roving mics as required for events