



## Area Event Supporter Role Description

NWR is a national membership organisation for women and holds charitable status. We rely on the time and expertise of our volunteers for the efficient running of the organisation.

### Main purpose of role

Work with NWR staff to gain an understanding of the types of the events NWR members in your area would like to attend.

Organise events for NWR members in your area. The number and type of events may vary, it could be a day conference, a social event or visit, with the objective to bring members together in a safe, social and enjoyable environment.

### Why take on the role?

Volunteering with NWR provides excellent opportunities to gain new or build on existing skills and meet lots of lively-minded women!

This is an important role and will enable you to 'give something back', thereby helping more women benefit from being part of NWR and improving their member experience.

Whilst we have set out the key tasks and responsibilities of the role, there is flexibility in when you perform them, how you perform them and how much you do, meaning you can fit it in with your existing commitments and interests. The role may also be shared with another member.

Full support is provided by NWR staff and a friendly support network exists with other volunteers. You need never feel alone.

### Tasks and responsibilities

1. Undertake research with members in your area to understand what events they would like to attend. Key areas to understand are what type of event they would like and when and where it should take place.
2. Organise the event, including planning, promotion and supervising the event on the day. Encourage Local Organisers and other members within your area to get involved with the organisation of the event. This makes it a more enjoyable experience and shares the workload. It should not be expected that you do everything yourself.
3. Following the event provide photos and an article about the event to feature in the NWR newsletter or magazine.
4. You will be invited to attend a Zoom meeting 2-3 times a year with staff members. These meetings take place via Zoom during the week, usually in the middle of the day, and are an opportunity to feedback to the office and peers about your events, member feedback and any concerns/opportunities you have observed.



### Additional information

You will either work independently or as part of a group of members.

Your main point of contact at NWR is the Volunteers and Recruitment Manager.

Guidance on event planning is provided in the resources section of the NWR website.

You will mutually agree with the Volunteers and Recruitment Manager the number of events and the area you will cover, taking into consideration the amount of time you have to devote to the role and the distances involved in travelling to the events.

The hours required to perform the role will vary from week to week and are dependent on the size of your area. The hours are flexible and it is hoped that they can fit around existing obligations and interests without becoming burdensome. If at anytime the role becomes unmanageable or you have any concerns about your ability to perform the role, you should inform Volunteers and Recruitment Manager immediately.

This role may be combined with the 'Area Supporter' role.

Pre-approved travel expenses will be reimbursed.

The role is voluntary and as such unpaid.

Version 1