



## **Job Title:** Chair

### Job Description

**Overview:** The Chair plays a pivotal leadership role in the festival organizing committee, providing direction, oversight, and coordination to ensure the successful planning and execution of our annual local festival/fete.

### **Responsibilities:**

- **Leadership:** Provide strong leadership and guidance to the organizing committee, fostering collaboration and a positive working environment.
- **Committee Oversight:** Coordinate the efforts of committee members, delegate tasks, and ensure that all team members are well-informed and aligned with the festival's goals and objectives.
- **Strategic Planning:** Participate in the development of the festival's strategic plan, setting clear objectives, and helping to define the festival's vision.
- **Meeting Facilitation:** Chair committee meetings, set agendas, and ensure that meetings run efficiently. Encourage active participation from all committee members.
- **Stakeholder Relations:** Act as the primary point of contact for external stakeholders, including vendors, sponsors, performers, and local authorities. Maintain positive relationships with these partners.
- **Problem Solving:** Address issues and challenges that may arise during the festival planning process, making decisions when necessary and seeking input from the committee.
- **Budget Oversight:** Collaborate with the Treasurer to oversee the festival's budget, ensuring financial stability and responsible fiscal management.

### **About you**

- Strong leadership and organizational skills.
- Excellent communication and interpersonal abilities.
- Previous experience in event planning, committee leadership, or a related role is highly desirable.
- Ability to motivate and inspire a diverse team of volunteers.
- Strong decision-making and problem-solving skills.
- Enthusiasm for the festival's mission and goals.

### **Time Commitment:**

This role typically requires three to four days a month spread over the year, time commitment will increase in the lead-up to the festival in June and in our main recruiting period in January. Your presence will be needed at committee meetings which are once a month and once every two weeks in the lead-up to the festival.

### **How to Apply:**

If you are interested in this role please fill out the form here: <https://forms.gle/yscFh5EWbxjYSWBu6>

This role is decided by election at the Plumstead Make Merry's Annual General Meeting (AGM) – time, date and place tbc.

We will aim to speak to everyone interested in a role before the AGM, please indicate the best times to contact you in your form. If you would like to talk to us about this role, or any of the others before submitting please email: [info@plumsteadmakemerry.co.uk](mailto:info@plumsteadmakemerry.co.uk)