



## **Role Title:** Vice-Chair

### Role Description

#### **Overview:**

The Vice-Chair provides critical support to the Chair and the organizing committee, assisting with leadership and coordination efforts to ensure the success of our annual local festival/fate.

#### **Responsibilities:**

- **Support the Chair:** Work closely with the Chair to provide leadership, guidance, and assistance in overseeing committee activities.
- **Committee Coordination:** Collaborate with committee members to ensure effective planning and execution of festival-related tasks. Assist in delegating responsibilities.
- **Communication:** Work with the Chair and Secretary to manage and distribute internal and external communications related to the festival. This includes emails, memos, and updates to committee members and external stakeholders.
- **Document Management:** Assist in drafting and editing documents such as event schedules, permits, contracts, and committee reports. Ensure all necessary documentation is completed accurately and on time.
- **Event Logistics:** Collaborate with other committee members to ensure that festival logistics, such as permits, insurance, and venue arrangements, are in order.
- **Stakeholder Engagement:** Assist in maintaining positive relationships with external stakeholders, such as volunteers, the council, vendors, sponsors, and performers.
- **Problem Solving:** Contribute to resolving challenges and issues that may arise during the festival planning process, offering creative solutions and support to the committee.
- **Chair Backup:** Be prepared to step in and assume the Chair's responsibilities when needed due to absence or other circumstances.

#### **About you:**

- Strong teamwork and collaboration skills.
- Strong organisation and time-management skills.
- Proficiency in office software (e.g., Microsoft Office or Google Workspace).
- Effective communication and interpersonal abilities.
- Willingness to take on leadership responsibilities when necessary.
- Previous experience in event planning or committee roles is beneficial.

#### **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. 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)