

Peterborough & District Family History Society

Job Description for the Programme Co-ordinator

NOTE: Committee members are elected at each AGM but specific roles are allocated at the next committee meeting.

The Programme Co-ordinator is a member of the Committee.

The role of the Programme Co-ordinator is to arrange all aspects of the talk or main activity at the Society's monthly meetings.

The Programme Co-ordinator either undertakes the following tasks, or delegates them to another person and ensures that they have been carried out:

- Produce an outline programme of topics/speakers for the next calendar year for presentation to the committee by:
 - Receiving and reviewing suggestions from members;
 - Reviewing the programmes of other organisations;
 - Reviewing the "speakers panel" of the Family History Federation and similar organisations;
 - Reviewing the current talks offered by past speakers whose talk was well received;
 - Providing a rough budget of likely costs.
- After taking on board any changes suggested by the committee, firming up the programme by:
 - Contacting speakers to check availability, cost and any specific equipment requirements;
 - Amending the programme schedule where necessary e.g. particular speaker unavailable on the proposed date;
 - Circulating a revised programme to the committee for their approval;
 - When programme confirmed by committee, making firm bookings;
 - Arranging for the programme to be published at the relevant time in both the Journal and on the website.
- Prepare for each meeting by:
 - Confirming with speaker (if appropriate) that they are still available, fees are unchanged and equipment requirements still the same;
 - Giving details of venue access:
 - The current venue is the Salvation Army Citadel at New England which is on a long-term booking organised by the Society Secretary and the Treasurer;
 - Confirming with the venue that the doors will be open at the agreed time;
 - Arranging with the provider of any equipment that it will be available;
 - Arranging with the Treasurer for fee cheque to be available (if appropriate);
 - Liaising with the Editor to confirm who will write up a meeting report for the Journal and making sure that person is aware/can still attend.
- After the meeting:
 - Send a thank you to the speaker;
 - Report any feedback (positive and negative) at the next committee meeting.

Skills Required

- To have secure password protected access to a computer and the ability confidently to use it to:
 - Send and receive emails;
 - Provide documents in both Word and PDF formats for others.
- To have organisational skills;
- To have the ability to plan own work, work on own initiative and meet deadlines;
- To have oral and written communication skills;
- To possess tact, discretion and respect for confidentiality;
- To have the ability to work as part of a team;
- To be flexible.