



# COMMITTEE POSTS

## Chair's Duties:

1. Overall Event Coordinator (EC).
2. Organize meetings.
3. Organize agenda.
4. Responsible for overseeing event procedures to ensure smooth running of event and ensuring walkers return safely.
5. Ensure a mail out is organized to previous years entrants.
6. Organize pre-event briefing.
7. Decide when checkpoints close.
8. Liaise with Emergency Services if required.
9. Take on duties of any member of the sub committee who drops out or where there is no volunteer in the first place.
10. Respond to queries from sub-committee members.
11. Provide progree reports to COG committee.
12. Contact LDWA in August to give details of next event.
13. Respond to phone queries from advert in LDWA magazine.
14. Prepare/print leaflet.
15. Prepare/print checkpoint cards.
16. Prepare/print registration cards.
17. Prepare/print posters.
18. Prepare/print certificates.
19. Arrange for date on banner to be amended and banner put up at hall three weeks before event.
20. Liaise with Martyn R. to sort any queries. Receive list of pre-entries shortly before event and print off copies.
21. Take A0 posters, reg. cards, leaflets; certificates, water containers, spare pens, checkpoint and base packs, tents, boxes for Reg. cards to hut on friday evening.
22. Organize hut set up on friday evening.
23. Organize set up of unmanned checkpoints.
24. Organize for sign to be put up at base of Skirrid advising walkers to take care when walking on the highway and sign about railway line crossing to advise walkers to take care when crossing (to comply with Risk Assessment).
25. Organize close down of event – hut left in a clean and tidy condition, signs and banner removed.
26. Respond to email queries from website.