



## COMMITTEE POSTS

### Event Supervisor:

1. Responsible for overseeing event procedures to ensure walkers return safely.
2. Be aware of the duties of all other posts and ensure they are being carried out as set out in the Volunteer Duty Sheets.
2. Ensure smooth running of event.
3. Oversee events in the hall on the day.
4. Liaise with Emergency Services if required.
5. Resolve any queries from public.
5. Book in/out volunteers.
6. Note on white board where runarounds are if they leave the hut.
7. Receive checkpoint packs from returning marshalls and ensure all equipment and sheets are returned. Place checkpoint sheets in file.
8. 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. Make sure all are returned and packed away tidily.
9. Organize hut set up on friday evening.
10. Organize set up and taking down of unmanned checkpoints.
11. 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). Organise for the removal of the sign at the end of the day.
12. Organize close down of event – hut left in a clean and tidy condition, signs and banner removed and stored.