

# BERWICK SLOW FOOD

## Committee Roles & Responsibilities (effective February 2024)

All committee members are expected to be active members of SFUK

### Chairperson:

- Arranges dates for Committee meetings
- Draws up Agenda for meetings with the secretary
- Chairs committee meetings
- Calls emergency meetings
- Circulates information to all BSF members and supporters (liaises with secretary)
- Leads on the development of the convivium and task force
- Ensure sound governance, fiduciary and strategic oversight and direction
- Acts a custodian of the convivium documents on G-Drive
- Liaises with Festival Director(s)
- Liaises with SFUK re-BSF membership & promotes SF membership
- Acts as the figurehead of the convivium
- Acts as visible representative and spokesperson of Slow Food within the local community

### Vice Chairperson:

- Supports and stands in for Chairperson when necessary
- Works closely with chairperson regarding all Slow Food & Festival matters
- Leads on delegated duties and/or projects from the chairperson

### Secretary:

- Assist the chair with the planning of agenda of each meeting
- Arranges the location for meetings and conveys the details to the committee
- Records minutes and action points accurately of committee meetings
- Circulates minutes of meetings to committee members after liaising with chair of the meeting
- Circulates information to all BSF members and supporters (liaises with chair)

### Treasurer:

- Records and oversees financial transactions in both Convivium Account & Festival Account
- Advises the convivium management committee how to carry out their financial responsibilities
- Presents current financial position at each committee meeting
- Oversees the preparation and scrutiny of the annual accounts
- Prepares annual budget for both convivium accounts
- Makes payments for bone fide invoices and expenses
- Committee nominates a second signatory to liaise with, and to act in the absence of, the Treasurer
- Liaises with SFUK re VAT payments & rebates

#### ***During Festival:***

- Provides floats for Gate / SF Stall / SF Drinks Stall
- Collects & records money from each of these areas using labelled bank money bags
- Deposits monies in safe
- Counts & records Festival money with Festival Director(s) or chair

### Slow Food Liaison:

- Keep up to date with current SFUK initiatives and present for discussion to committee
- Takes part in conference calls with SF Scotland on monthly basis
- Record BSF initiatives in local media

### Events Coordinator:

- Draws up a programme of events for the year
- Circulates programme to members / interested parties
- Promotes events in local paper and BSF website
- Regularly review the 'setting up a social event' document

## **Communication / Social Media / Marketing:**

- Develop & keep updated the BSF & festival website
- Regularly update Twitter & Facebook/Instagram accounts for BSF & Festival
- Liaise with web host support team as necessary
- Draw up publicity plan within budget for local promotion including BFBF & implementation

## **Festival Director/s:**

- Plan, co-ordinate & implement annual food & beer festival in Berwick involving local & regional food & drink producers. Establish ongoing contact with these traders
- Liaise with BSF Chairperson, Treasurer & Committee, presenting a monthly progress report
- Attend BSF Committee meetings
- Liaise with English Heritage / SFUK / NCC & BTC et al as indicated
- Obtain licences for the event
- Seek sponsorship from local businesses. Liaise with these businesses re- marketing
- Promote the festival through marketing coordinator
- Establish contact with volunteers / draw up volunteer jobs/rota for festival weekend / liaise with Volunteer Coordinator prior to and during festival
- Liaise with Berwick Annual Festival coordinators re-signage/volunteer's meeting/publicity
- Update Website / Twitter / Facebook & Instagram sites for festival with communications lead
- Compile festival promotional material, tasting notes & programme. Liaise with printers
- Draw up signage etc and liaise with printers
- Liaise with music provider/s. Draw up music schedule & programme
- Book marquee / stalls / fencing / furniture etc
- Coordinate with electrician / stall erectors etc
- Identify problems
- Send thank you letters to all involved after the event

## **Demo Kitchen Co-ordinator**

- Draw up a programme of demos / talks for festival weekend.
- Discuss ideas with Committee
- Set up demo kitchen area
- Set up water supply
- Liaise with SF stall volunteer re. publicising of demo programme
- Clear away equipment

## **Children's Activities Coordinator**

- Establish a programme for children (3-10 years)
- Discuss ideas with Committee
- Set up space for activities
- Print off booking sheets for activities. Leave at SF stall
- Liaise with Berwick Museum children's co-ordinator & Gymnasium Gallery re. activities
- Clear away equipment

## **Volunteer's Coordinator**

- Liaise with Festival Director/s re volunteers jobs
- Lead volunteer event in liaison with Festival Director(s)
- Explain specific jobs to each volunteer prior to each session. Supervise volunteers
- Provide each volunteer with a meal voucher
- Identify any problem areas