

# **BERWICK SLOW FOOD**

## **Committee Roles & Responsibilities (effective February 2025)**

**All committee members are expected to be active members of SFUK**

### **Chairperson:**

- Chairs committee meetings, including setting the agenda
- Responsible for ensuring BSF members and supporters are kept up-to-date with the activities of the group as well as for submitting annual reports to Slow Food UK (with support of Communications & Marketing Coordinator)
- Ensures sound governance, fiduciary and strategic oversight and direction
- Has overall responsibility for ensuring Berwick Slow Food activities meet all legal and regulatory requirements, as appropriate
- Liaises with Festival Director(s)
- Liaises with SFUK re-BSF membership & promotes SF membership
- Acts as a visible representative and spokesperson of Slow Food within the local community

### **Secretary:**

- Assists the Chair with planning the agenda of each meeting and circulating minutes and papers to committee members
- Responsible for taking the minutes for Committee meetings, including making a note of action points and circulating these to committee members
- Helps to coordinate the AGM, including collating papers and reports and ensuring that these are circulated to members and posted to the website at least x3 weeks before the date of the meeting.

### **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:**

- With the support of the committee, draws up a programme of events for the year
- Supports the smooth running of events, including ensuring that all legal and regulatory requirements in relation to events are met (eg food allergy notices, photography permissions, etc)
- Regularly reviews and updates the 'setting up a social event' doc

### **Schools Programme Coordinator:**

- This new role will take the lead on developing a programme to support local schools to introduce children and young people to the principles of Slow Food, in line with the current national curriculum. Money is available to appoint a fixed-term contractor to undertake the bulk of the research & development for this programme (to be recruited and overseen by the Schools Programme Coordinator), including liaising with schools to understand their interest and needs.

## **Communications & Marketing:**

- Posts updates to the Berwick Slow Food website (and Berwick Food & Beer Festival micro site) and ensures that information remains up-to-date and relevant
- Liaises with Kreative Technology (our IT partner) on any issues relating to the website, domain names and email accounts
- Manages emailings to members and friends via the Slow Food UK MailChimp account (circa 5. newsletters per year, plus event notices as required)
- Ensures that email addresses are collected and used in compliance with GDPR
- Maintains a communications plan for the year and support with the creation and posting of social media content
- Coordinates design and printing of promotional materials (leaflets, event posters, etc)
- Press & PR, including liaison with Visit Berwick, The Bridge, Berwick Advertiser, etc to promote the work of Berwick Slow Food

## **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 of demo kitchen area
- Liaise with SF stall volunteer re. publicising of demo programme
- Clear away equipment

## **Family Activities Coordinator**

- Establish a programme for children (3-10 years) and their families
- 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, as appropriate
- Clear away equipment

## **Volunteers 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