



Type: guide	Northumbria Blood Bikes: Auxiliary Role Description – Talks Coordinator		
Owner:	Publicity Officer	Author:	Graham Moor
Approved:	25 <sup>th</sup> January 2018	By:	Executive Committee
Doc Ref	AUX3201	Version	1.0

#### **A. Why do we need this guide**

This guide sets out the roles and responsibilities of a Talks Coordinator.

#### **B. Who is responsible for this guide**

The Publicity Officer of the group is responsible for the maintenance of this guide.

The Executive Committee is responsible for approving this guide.

All members of NBB Committee and any holder of the Talks Coordinator role must be familiar with the information in this guide.

#### **C. When will this guide be reviewed**

This guide will be reviewed a maximum of two years following its approval.

#### **D. How will changes be notified**

The latest version of the guide will be made available via the members' library on the group website. New versions will be announced via email to all members of the executive committee and holders of the Talks Coordinator role.

## 1. Aims of the Role

- 1.1. The Talks Coordinator will assist the Publicity Officer with the management of talks, and ensuring that all requested talks are assessed for suitability and where accepted a speaker allocated.

## 2. Who does this role report to

- 2.1. The Talks Coordinator reports to the Publicity Officer.
- 2.2. The Talks Coordinator may need to liaise with the Fleet Manager for vehicles for events.
- 2.3. The Talks Coordinator needs to liaise with the Treasurer and Fundraising Officer for income from talks to be suitably banked, recorded and acknowledged.

## 3. Responsibilities and Duties of the role

- 3.1. The Talks Coordinator will:
  - 3.1.1. Manage all requests for talks received by the group.
  - 3.1.2. Maintain a list of suitably qualified and able Speakers
  - 3.1.3. Maintain and develop a store of items of equipment available to speakers in a variety of locations.
  - 3.1.4. Work with other Talks Coordinator to ensure that all requests are managed and communicated with effectively.
  - 3.1.5. Work with the Publicity Officer to ensure that Speakers have appropriate publicity material for a talk.
  - 3.1.6. Work with the Treasurer and Fundraising Officer to ensure that income from talks is suitably banked, recorded and acknowledged.

## 4. IT System Requirements

- 4.1. This role requires additional access to ICT systems beyond those of a normal member
  - 4.1.1. Additional requirements for website access:
    - This role does need to create event website pages.
    - This role does need to update their own event website pages.
    - This role does require access to be able to retrieve data from OLRS but not OARS
  - 4.1.2. Additional requirements for OLRS access:
    - This role does not require additional access to the OLRS to be able to view and obtain data.
  - 4.1.3. Additional requirements for Email access:
    - This role does require a personal NBB email address
    - This role does require a role-based email address (with multiple post holders add a number for each one) – [talks1@northumbriabloodbikes.org.uk](mailto:talks1@northumbriabloodbikes.org.uk)
  - 4.1.4. Additional requirements for Slack access:
    - This role requires a slack account

- This role does require access to any channels defined relating to the role.

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**Version Control and History**

<b>Date</b>	<b>Version</b>	<b>Author:</b>	<b>Reason For Change</b>
December 2017	1.0	Graham Moor	First Version
Jan 2020	1.0	Ronnie Paton	Document Reviewed