



Type: guide	Northumbria Blood Bikes: Auxiliary Role Description – Event Equipment Assistant		
Owner:	Fundraising Officer	Author:	Graham Moor
Approved:	March 2018	By:	Executive Committee
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A. Why do we need this guide

This guide sets out the roles and responsibilities of an Event Equipment Assistant.

B. Who is responsible for this guide

The Fundraising 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 Event Equipment Assistant 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 Newsletter role.

1. Aims of the Role

- 1.1.** The Event Equipment Assistant will assist the Fundraising Officer with ensuring that all equipment for events is managed, distributed and recorded appropriately.

2. Who does this role report to

- 2.1.** The Event Equipment Assistant reports to the Fundraising Officer.

3. Responsibilities and Duties of the role

- 3.1.** The Event Equipment Assistant will be responsible for:

- 3.1.1.** Ensuring that all events are suitably supplied with equipment appropriate to the event.
- 3.1.2.** Ensuring that all equipment which they distribute is returned and recorded in a timely way.
- 3.1.3.** Ensuring that stock levels of publicity materials are reported to the Publicity Officer in good time for replenishment.
- 3.1.4.** The following items of equipment:
 - 3.1.4.1.** Gazebos (and weights)
 - 3.1.4.2.** Mini motos
 - 3.1.4.3.** Contents of the exhibition trailer (trailer is the responsibility of Fleet Manager)
 - 3.1.4.4.** Pull up banners
 - 3.1.4.5.** Exhibition stands
 - 3.1.4.6.** Merchandise for events (key rings, lanyards, patches, stickers)
 - 3.1.4.7.** Leaflets, stickers
 - 3.1.4.8.** Distribution of sealed buckets (buckets emptied and returned by Banking Assistants)

- 3.2.** Ensuring that the location and status of all equipment is recorded and visible to other Event Equipment Assistants, Event Assistants, and the Committee.

- 3.3.** Reporting any defects or issues with event equipment to the Fundraising Officer.

- 3.4.** Being available for access to equipment storage areas with reasonable hours.

- 3.5.** Management of the NBB equipment stores.

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 require access to edit events on the website to be able to record which equipment has been distributed.

- 4.1.2.** Additional requirements for OLRS access:

- This role does not require access to OLRS

- 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) – eventequipmentassistant#@northumbriabloodbikes.org.uk

4.1.4. This role does require access to Slack

- The role requires access to any channels created or used relating to events or event equipment

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Version Control and History

Date	Version	Author:	Reason For Change
February 2018	1.0	Graham Moor	First Version