



Job Description

Area Groups Coordinator

AREA GROUPS COORDINATOR OF THE N-GAUGE SOCIETY

Date of Formulation; **1 January 2024**

Date of Review; **Annually in April**

POSITION	VOLUNTEER and Committee Member
ROLE	Area Groups Coordinator (AGC)
GROUP	Membership Services
QUALIFICATIONS REQUIRED	IT Proficient (MS Office Word, Excel, Email & One Drive) where appropriate
DUE DILIGENCE REQUIRED	Yes
RESPONSIBLE TO	Chairman for providing the link between all registered Area Groups of the Society.
PURPOSE	<ol style="list-style-type: none"> 1. Maintains the link between the Society and all Area/Interest Groups. 2. Coordinates and collates the Annual Grant requests of all groups. 3. Coordinates Miscellaneous Grant requests from groups to fund events etc. 4. Informs the Groups of NGS activity and information as advised by the Society. 5. Drafts the NGS Journal 'Newsletter' Article for submission: Deadline Dates: 14 Feb, 14 Apr, 14 Jun, 14 Aug, 14 Oct, 14 Dec annually. 6. Attends Major Shows & Exhibitions as required/when available in support of the main stand to promote the society. 7. Conducts Area Group visits representing the committee and the Society, thereby providing direct input between committee and membership. 8. Attends committee meetings as required. 9. Reports the Area Groups status at the AGM. 10. Advises Area Group Leaders on the formation and running of their Area Group where requested. 11. Acts as a mediator in settling Area Groups disputes if requested. Keeping the committee informed where applicable.
AUTHORITY	<ol style="list-style-type: none"> 1. Controls and Manages the Area Groups Visit Budget as allocated. 2. Book hotels as required to support visits and events. 3. Claim reasonable expenses in support of Group Visits. 4. Agree reasonable expenses claims to support new area groups setting up: <ol style="list-style-type: none"> a. Hall Rental Fees (First meeting only) b. Postage fees to support initial set up of group. 5. To update the Area Groups Section of the NGS Website. 6. To claim reasonable postage costs to support sending information to Area Groups
SECONDARY ROLES	Currently Mini Stand Manager? (See separate Job Description)
TERM OF OFFICE	<ol style="list-style-type: none"> 1. The incumbent by default must be a current member of the N-Gauge Society. 2. This is a voluntary post with no fixed term of office.