



Job Description

Main Display Stand Manager & Director of the N Gauge Society

MAIN DISPLAY STAND MANAGER OF THE N-GAUGE SOCIETY

Date of Formulation; **1 January 2024**

Date of Review; **Annually in April**

POSITION	VOLUNTEER, Committee Member and Director
ROLE	Main Display Stand Manager and 1 of 4 Directors of the N Gauge Society Limited
GROUP	Sales Group
QUALIFICATIONS REQUIRED	<ul style="list-style-type: none"> • IT Proficient (MS Office Word, Excel, Email & One Drive) where appropriate • Basic knowledge of bookkeeping and simple stock accounting
DUE DILIGENCE REQUIRED	Yes (Holding Payments and Stock Control)
RESPONSIBLE TO	Chairman for the running of the Main Display Stand and providing a society presence. Treasurer for the financial dealings of the Main Display Stand
PURPOSE	<ol style="list-style-type: none"> 1. To organise the calendar and events for the Main Display Stand. 2. Oversees the NGS Mini Stand as required. 3. To report all reasonable expenses and expenditure in support of the event to the NGS Treasurer. 4. To report all sales on the completion of the event. 5. To manage the support team who assist the deployment of the Main Display Stand at events. 6. To ensure that the stand is compliant with current Health & Safety standards and where necessary replace any items that need to be upgraded or repaired to comply with the standards. 7. To ensure that there is sufficient NGS stock for each event by liaising with the NGS Shop Administrator. 8. Is responsible for the safety and security of the Main Display Stand storage facility. 9. In coordination with the Mini Stand Manager monitors the Mini Stand Calendar. 10. Maintains the Main Display Stand area of the NGS Website
AUTHORITY	<ol style="list-style-type: none"> 1. To book the main stand to attend exhibitions. 2. To book hotels for the support team. 3. To book hire vehicles to transport the Main Display Stand to events. 4. To make any reasonable purchases in support of the event.
SECONDARY ROLES	
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.