



Events Coordinator

HEN Description of Responsibilities Consecutive terms limited to 5 years

revised October 2020

General Responsibilities for all NCB members

Each NCB member

- shall function within the remit of the HEN Constitution.
- shall treat each other with respect and adhere to the Code of Conduct for NCB Officers as set out per NCB policy.
- has a responsibility, in addition to the specific duties for each role, to participate in matters related to the daily operation of HEN, including discussions and decision making for policies and issues that arise.
- should endeavour to attend a minimum of two NCB meetings in the year in which they serve, from one AGM to the next.
- needs to be able to carry out additional business of the NCB outside of the NCB meetings via electronic means, including by email, Facebook groups and phone.
- Will be aware that any email address they use will come under the remit of the Data Protection legislation. It is therefore advisable that they use a generic HEN email address and not their personal email address for electronic correspondence.

Specific Responsibilities for the Events Coordinator:

- The main responsibility of the Events Coordinator is to organise the annual HEN gathering and should have attended a full gathering or have specific event organising experience
- Look for opportunities for HEN to host other national, regional or local events throughout the year.
- Liaise with suppliers and venues, etc for each event
- Manage all event budgets
- Book venues and suppliers, e.g. entertainers, photographers
- Source and schedule required speakers
- Ensure events comply with legal, planning and health & safety requirements

The Annual HEN Gathering:

Events Coordinator Attendance at Gathering

- The Events Coordinator and their immediate family (partner and children) will be entitled to attend the gathering for free. This includes, and is limited to, the gathering fee, accommodation and catering.

Events Coordinator responsibilities specific to the HEN gathering:

- Appoints and manages a committee to assist with the planning and running of the

gathering.

- The committee should include:
 - one organiser to deal with booking enquiries and process bookings
 - one organiser in charge of catering
 - one organiser in charge of gathering sessions and activities
 - one organiser in charge of volunteer rotas(The Events Coordinator may add or switch responsibilities among committee members to meet the needs of an individual gathering.)

Venue:

- Sources appropriate venue that provides affordable accommodation with the option of indoor beds and camping; catered food and option for self-catering (adequate facilities for cooking and washing up); adequate space for indoor and outdoor activities and adequate space for dining.
- Where possible, HEN should have sole use of the venue for the duration of the gathering.
- The venue should be large enough for at least 200 people to attend.
- The venue should have a mix of rooms available for breakout sessions as well as a larger room suitable for a larger event (e.g. talent show).
- Negotiates all prices and services to be provided by the venue.
- Ensure appropriate insurance cover for all aspects of the gathering including catering.

Catering:

- Where catering is not provided by the venue, seeks out appropriate caterer to provide meals for the gathering attendees including meat and vegetarian/vegan options.
- Arranges for the purchase of supplemental food items as required, e.g. breakfast food, tea/coffee, etc. if not supplied by venue or caterer;

Scheduling:

- Sets schedule of events including indoor and outdoor activities.
- Ensures slots for AGM and other meetings and/or sessions as requested by the NCB; only children's activities should be scheduled to coincide with the AGM to encourage attendance.
- Seeks facilitators to volunteer/donate their time and services, but may pay to cover costs as needed to provide a diverse set of activities, talks, discussion groups etc. The Events Coordinator can also choose to pay providers of activities if it's within budget and does not make the cost of the gathering prohibitively high for members.
- Each gathering should have a meet and greet event on the first evening (e.g. table quiz), and intro to home education panel for newcomers and a talent show.

Costs:

- There should be an early bird payment option (if booked at least one month before the gathering), and this is the lowest at-cost price of the gathering. The payment to attend should never be less than what is base cost of the gathering per booking.
- Alternatively, there can be a late fee assessed on bookings after a certain date.
- Registration fee for non-members should be at least 10 euro more than for members.
- Concessions should be decided on a case by case basis, in consultation with the NCB.

Liaises with the NCB regarding the gathering:

- Seeks advice /consensus from the NCB on major decisions regarding the gathering, e.g. the choice of venue, prior to making commitment;
- Once the venue has been chosen, sets the budget and calculates appropriate fees per

attendee with tiered costs for adults vs. children; member discounts; early bird discounts or late fees to encourage early booking; etc.

- Gets approval of the budget before publishing information to membership. It is possible that HEN may subsidize (usually as a lump sum for a specific event or purpose) part of the gathering, depending on the availability of funds. However, support from HEN's general funds is not guaranteed and gathering costs and gathering payments should break even. The Events Coordinator is not personally responsible for any unforeseen shortfalls, HEN will cover these costs.
- Prepares a report of finances to be submitted to the NCB.
- Conducts a survey at the end of the gathering to gather feedback from attendees, collates the results and reports them to the NCB and membership via the Newsletter. Passes along the results to the Events Coordinator for the next year.