

Stockport Beekeepers Events manager role

The purpose of the Events Manager is to arrange and manage the 12 monthly branch events for Stockport Beekeepers. It is an important role because the members expect a series of beekeeping-related events to be available to an agreed schedule. Approximately 40+ members attend each event.

Activities

- To arrange and manage the twelve annual, monthly events for each year.
- To support the Committee when additional events need to be arranged, e.g. local shows
- Attend the four scheduled committee meetings and contribute positively to discussions and decisions.
- To liaise with the Chairman and Secretary in the planning and advertising events in good time.
- Manage event venue bookings and ensure these are available before each event date.
- To liaise with the Treasurer to pay event-related invoices on time.
- To liaise with the Honey Show Manager for the timing of the facilities where the show is taking place.

Resources:

- BBKA website
- County websites, particularly Cheshire, to identify possible speakers.
- Liaise on an ad hoc basis with the events managers from other Cheshire branches to ensure no event duplication.
- To discuss matters with the outgoing Events Manager, Margaret Charlton, for the time she is prepared to do this.
- Local contacts and members.

Deadlines:

- The end of September for the full events calendar for the following year.