

CHELTENHAM CIVIC SOCIETY VOLUNTARY ROLES as at 15 November 2018

Ser (a)	Title (b)	Member of (c)	Role (d)	Attributes (e)
1.	Corporate Members' Officer (New Role)	Members & Events Team	<ul style="list-style-type: none"> • Identify and approach and convince potential corporate members to join. • Organise corporate events and involve corporate members in events and activities. • Retain corporate members. • Secure sponsorship of specific events and publications. • Flexible time commitment but likely to be about 1-2 hours per week plus a monthly meeting. 	<ul style="list-style-type: none"> • Confident and persuasive public speaker and writer. • Natural networker, able to build a strong senior level network amongst local businesses. • Gravitas and credibility. • Follows through and does what they say they will do. • Well organised.
2.	Group Members (New Role)	Research Group	<ul style="list-style-type: none"> • Research and respond to public consultations, policy documents, commissions and other public policy announcements. • Research and produce CCS policy on issues that affect Cheltenham, such as high street retail policy, housing provision, highways repairs, and conservation matters. • Flexible time commitment but likely to be about 1-2 hours per week plus a monthly meeting. 	<ul style="list-style-type: none"> • Interested in public policy and processes with a good grasp of current affairs relating to the built environment, planning and architecture. • Able to read documents, understand and analyse them and detail their consequences. • Able to write accurately, concisely and clearly. • Able to 'horizon scan' for opportunities to comment on and influence. • Well organised and able to work alone and in groups.
3.	Civic Awards Officer (Vice Bruce Buchanan)	Planning Forum	<ul style="list-style-type: none"> • Chair Assessment panel. • Confirm funding with CBC. • Invite up to ten people to sit on the panel. • Organise press releases. • Encourage developers, owners and designers to make an application for an award. • Convene two meetings of the assessment panel. Book meeting rooms and bus. • Arrange refreshments for panel members. • Encourage developers and designers to make submissions. • Book venue for awards ceremony and arrange refreshments. • Select a speaker and presenter for the awards ceremony and lecture. 	<ul style="list-style-type: none"> • Preferably an architect. • Good eye for design. • Willingness to consult others on matters of design. • Awareness of new developments in the town. • Well organised. • Tactful and ambassadorial.

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			<ul style="list-style-type: none"> • Advise mayor's secretary of date of awards ceremony. • Write to applicants confirming, or not, if an award is to be made. • Invite applicants to attend awards ceremony. • Order: printing of citations; plaques; glass Bowls. • Prepare Power Point presentation of awarded projects for day of ceremony. • Accompany the mayor to view projects to receive an award on the presentation day. • Write to thank all those involved. 	
4.	Blue Plaques Officer (Vice James Hodsdon)	Members & Events Team	<ul style="list-style-type: none"> • Respond to external proposals for new plaques. • Lead on launching new plaques. • Develop programme of awards, in accordance with CCS criteria. • Lead small team of helpers. • Maintain record of previous plaques. • About 1 hr/week, averaged over the year 	<ul style="list-style-type: none"> • Diplomatic, prompt responder to external initiatives. • Good historical feel for themes/people/events worthy of commemoration. • Able to liaise effectively with all parties (manufacturers, local dignitaries, relatives, etc), so as to deliver launch events with appropriate impact. • Letter-perfect eye for detail.
5.	Parmoor House Heritage Open Days Exhibition Coordinator	Members & Events Team	<ul style="list-style-type: none"> • PH time commitment March to May (2-3 hours a week); during HODs in September for as many hours/days as open; plus about five group meetings a year (2 hours per meeting including preparation, attending, action after) 	<ul style="list-style-type: none"> • Able to work in a team and get the best out of the team members. • Eye for detail, in overseeing production of professional looking brochure/website/Facebook etc. content. • Ability to write engaging content, appropriate for different media.
6.	Heritage Open Days Officer (Vice Fiona Clarke)	Members & Events Team	<ul style="list-style-type: none"> • Identify, approach and convince potential new participants – owners of buildings, speakers, walk leaders. • Retain 80% current participants year on year. • Manage Cheltenham HODs (with a small team of historians, designer, Minutes secretary etc.) - group meetings with participants, programme, brochure, publicity, 	<ul style="list-style-type: none"> • Knowledgeable about the town's history and architecture - and interested in learning more. • Able to see links between national HODs themes and identify what Cheltenham has to offer. • Natural networker, persuasive in getting people onboard.

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			<p>events during HODs, budget, follow up and lessons learned.</p> <ul style="list-style-type: none"> • Secure sponsorship for brochure launch event, brochure and publicity materials. • Secure annual grant from borough council. • Considerable time commitment from March to May (at least one day a week, can be spread over several days), and during HODs in September plus December to February at least 3 hours per week; plus about five group meetings a year. 	
7.	Events Officer (Vice Lesley Whittall)	Members & Events Team	<ul style="list-style-type: none"> • Identify and invite a suitable range of speakers. • Discuss technical requirements with speakers and ensure they understand operation of laptop, projector, etc. • Book rooms and speakers a minimum of 12 months in advance and arrange set up. • Deputise for Chairman to welcome members. • Write letter/e-mail of thanks after meeting. • Coordinate invitations for Summer and Winter parties and similar events. • Receive cheques and send out tickets to applicants and list attendees. • Help host events including organising catering. • Welcome fellow Civic Societies on visits to Cheltenham. • Maintain future events notice board in Parmoor House. 	<ul style="list-style-type: none"> • Friendly and a natural host and networker. • Imaginative and interested in civic society interest areas. • Well organised, resilient and businesslike with sense of humour. • Able to liaise with people from all walks of life. • Happy to roll their sleeves up!
8.	Paterson Memorial Lecture Officer (Vice Lesley Whittall)	Members & Events Team	<ul style="list-style-type: none"> • Secure high profile speaker for Paterson Memorial Lecture. • Book suitable venue and arrange for seating, projector, screen, etc. to be in place. • Arrange for application forms and tickets to be produced and distributed. • Coordinate service of refreshments. 	<ul style="list-style-type: none"> • Must have a good knowledge of suitable high profile prospective speakers. • Mature negotiator. • Friendly host, well organised, good eye for detail and able to work alone and in groups.

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9.	Treasurer's Assistant (New Role)	Admin Team	<ul style="list-style-type: none"> • Assist with simple book keeping and budgeting. 	<ul style="list-style-type: none"> • Familiar with book keeping principles. • Familiar with Excel spreadsheets. • Well organised, good eye for detail and able to work alone and in groups.
10.	Archiving and Indexing Assistant (New Role)	Members & Events Team	<ul style="list-style-type: none"> • We have some fascinating historical archive material but today's news is tomorrow's archive material! • This can be done at home or at Parmoor House. • 1-2 hrs per month. 	<ul style="list-style-type: none"> • An interest in and sound understanding of archiving/indexing techniques. • Time to review and index archive material. • An eye for collecting contemporary material and a good feel for material of interest to CCS. • Well organised, good eye for detail and able to work alone.