## Committee Responsibilities template

This Committee Responsibilities template is suitable for use by non-council Crown land managers (CLMs) and has been created to assist CLMs manage and plan for events held on a Crown reserve. The template is recommended to be used to plan one-off events and can be edited and adapted to suit a range of events held on Crown reserves.

Events and other activities on reserves managed by other parties (e.g user groups or individuals hiring a site at a reserve) require a separate lease or license agreement.

Refer to the Leases and licenses section for more information <https://reservemanager.crownland.nsw.gov.au/using-crown-reserves/leases-and-licences2>.

If you noted any risks during your event that are ongoing please record the risks using the Risk Register accessible via the [Reserve Portal](https://portal.crownland.nsw.gov.au/login.aspx?ReturnUrl=%2f).

Further information is available on the Crownland Reserve Manager website <https://reservemanager.crownland.nsw.gov.au/>

# Committee Responsibilities template

**NAME OF RESERVE CLM CONTACT**

**NAME OF EVENT EVENT CONTACT**

**DATE EMERGENCY CONTACT**

### Chairperson

* Organise and chair meetings.
* Maintain open communication between Special Events Committee and organisation.
* Ensure enough people are recruited for the committee and the right skills are represented.
* Liaise with subcommittee coordinators on progress and make decisions when required.
* Represent the committee at official functions and in the media.
* Organise evaluation of the event.
* Organise post-event celebrations and thanks.

### Secretary

* Manage correspondence.
* Notify committee members of upcoming meetings.
* Record, distribute and file all meeting minutes, contact lists and rosters.
* After the event, collect information from subcommittees and collate for future reference.
* Ensure thank-you letters have been sent to sponsors, donors, volunteers etc.

### Treasurer

* Develop, monitor and report on budgets and finance reports.
* Arrange audited financial statements (acquittal of funding) for grant providers if necessary.
* Receive and bank money, pay accounts, organise procedures for handling money and reimburse expenses.
* Convene Finance Subcommittee meetings and report progress to the Special Events Committee.
* Provide final financial report for review.

### Risk management coordinator

* Develop a master plan for risk management.
* Revisit the risk management plan for each event.
* Check relevant food handling regulations (see [www.fundingcentre.com.au/help/fundraising-legislation](http://www.fundingcentre.com.au/help/fundraising-legislation)).
* Oversee liquor and food stalls to ensure guidelines are followed.
* Arrange all necessary permits, such as permits for food handling, service of alcohol, and parking. A Working with Children Check (WWCC) is generally not necessary for one-day events involving parents and their children, but you should contact the Department of Justice in your state or territory to confirm the situation at the time of your event.
* Check the public liability status of your organisation and obtain copies of public liability certificates from any entertainers booked.
* Organise insurance and security if necessary.
* Convene Risk Management Subcommittee meetings and report progress to the Special Events Committee.

### Marketing coordinator

* Create, monitor and implement the marketing plan, marketing budget and marketing schedule.
* Seek approval from the committee for marketing costs.
* Write and distribute media releases.
* Organise design, printing and distribution of promotional material.
* Organise staff email signatures advertising the event.
* Organising event photographer.
* Promote the event on the website (and follow up with pictures etc. after the event).
* Convene Marketing Subcommittee meetings and report progress to the Special Events Committee.

### Sponsorship & donations coordinator

* Develop a sponsorship plan.
* Prepare sponsorship packages.
* Write sponsorship pitches.
* Maintain relationships with sponsors.
* Ensure all sponsors are approved by the committee to prevent conflict of interest.
* Maintain a list of all sponsors and donors for acknowledgement and future contact.
* Ensure all promotion and acknowledgement is completed as promised.
* Convene Sponsorship & Donations Subcommittee meetings and report progress to the Special Events Committee.

### Venue & facilities coordinator

* Source and book a venue.
* Develop a detailed site plan for the event.
* Identify areas needing maintenance before the event and organise repairs.
* Organise directional signage.
* Hire equipment as needed.
* Keep records of loaned equipment and organise its return after the event.
* Organise clean-up during and after the event (including toilets).
* Oversee equipment needs (e.g. seating, stage, screen) at the event.
* Convene Venue Subcommittee meetings and report progress to the Special Events Committee.

### Entertainment & activities coordinator

* Develop a plan for entertainment, speakers, games, incentives, stalls and add-ons and present to the committee for approval.
* Provide cost estimates and monitor expenditure.
* Book, schedule and manage entertainers.
* Organise special functions; e.g. official opening, announcements and Master of Ceremonies.
* Devise contest rules.
* Devise pricing for entertainment and activities.
* Appoint judges.
* Distribute program to the Venue & Facilities and Marketing Subcommittees.
* Manage the entertainment program on the day of the event.
* Convene Entertainment & Activities Subcommittee meetings and report progress to the Special Events Committee.

### Catering coordinator

* Identify catering requirements.
* Seek quotes for catering and appoint caterers with approval from the committee.
* Liaise with the risk management coordinator on relevant permits (e.g. service of alcohol, safe food handling – see [www.fundingcentre.com.au/help/fundraising-legislation](http://www.fundingcentre.com.au/help/fundraising-legislation)).
* Identify equipment needed.
* Oversee training and accreditation of volunteers.
* Monitor food handling procedures on the day.
* Convene Catering Subcommittee meetings and report progress to the Special Events Committee.

### Volunteer coordinator

* Collect information from subcommittees on the number of volunteers needed.
* Seek volunteers from the community and any other relevant networks.
* Create master list of volunteers with contact details.
* Create and distribute roster of volunteers.
* Oversee the training and briefing of volunteers.
* Organise refreshments for volunteers.
* Organise secure storage for volunteers’ belongings.
* Liaise with volunteers during the event.
* Thank all volunteers appropriately after the event.
* Convene Volunteer Subcommittee meetings and report progress to the Special Events Committee.