



## Key volunteer roles

The Fair is completely organised by a team of volunteers. There is a core **Committee** with 11 roles:

- **Chair** – Principal lead and coordinator across all the roles. Chairs all meetings, coordinates briefings and timescales.
- **Vice Chair** – Provides support and back-up for the Chair.
- **Secretary** – Acts as the main point of public contact for the Fair, arranges and minutes all meetings and the AGM, and manages the information flow.
- **Treasurer** – Oversees and records the flow of income and expenditure, including the process of invoicing for all the stalls allocated by the Stalls teams. Manages communications with sponsors and donors, and coordinates with our sister charity, Love Mill Road.
- **Infrastructure Manager** – Manages all the physical infrastructure of the Fair (signage and equipment), and liaises with the Council and the Safety Manager to arrange the key permissions (road closure, open spaces) and services (waste management). We would like to step up our waste management strategy to make the Fair greener and more sustainable, so this will be a key part of the Infrastructure Group's role next year.
- **Volunteer Coordinator** – Manages our wonderful volunteers, including organising parties and news updates. Works with the Event and Safety Manager to manage the schedules of stewards and volunteers on the day of the Fair.
- **Stalls Coordinator** – Organises the allocation of food and craft stalls on Donkey Green, Petersfield, Gwydir Street Car Park and along parts of Mill Road. Coordinates the small teams who manage the stall application and allocation process, plan the layouts and oversee the set-up on the day of the Fair in each of these venues.
- **Events Coordinator** – Organises all the performers at the Fair, including those who set up on stages, individual buskers, choirs, dancers, bands and orchestras. The role includes promotion, technical checks, practical support and networking. This role is expanding because we are also establishing a new Mill Road Fringe, with informal performances in local venues throughout the year.
- **Communications** – Promotes and leads inputs across our social media accounts and manages all community relations and publicity. The role involves mass coordination of information and ideas and lots of networking, and can be a perfect catalyst for a career in the communications sector.
- **IT Manager** – Ensures the smooth running of our website and addresses all the technical IT issues that arise during the work of the Committee, including the website and its links to application forms and databases. Coordinates with the work of all the Committee members.
- **Community Engagement** – Builds partnerships and leads engagement with the Mill Road shopkeepers and organisations to share information and coordinate key guidance. Coordinates the Community Parade which is at the heart of each Fair.

We work closely with a professional Event and Safety Manager, who advises on the core safety and security aspects of the Fair.

There are also informal **Working Groups** which come together to help the Coordinators for Stalls, IT, Events and Infrastructure. We are always looking for extra help and aim to have someone shadowing each of the Committee roles so that it is easy to hand over every 2-3 years. We all support each other and we are a sociable bunch of people, so please do get in touch.