



## Combe Mill Society - Role Description

Date: October 2022

Issued by: \_\_\_\_\_

Role Description: : Stewards Coordinator

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### 1. Principal tasks:

- Obtain current list of members from Membership Secretary
- Prepare a calendar of Wednesday open days
- Ascertain those members who decline to help with ticketing and omit from roster
- Assign members to run the ticket office each open Wednesday
- Check if anyone needs training and arrange such
- Consider not rostering those providing 'exhibition' activities or other services such as blacksmithing, carpentry and tea room services.
- Prepare a list of contact details for the rostered members to facilitate member swapping
- Issue roster on notice boards and newsletter each month.
- NOTE: Those rostered are individually responsible for arranging swaps and replacements.

### 2. Financial responsibilities (if any):

None

### NOTE:

In consultation with the Directors this Role Description may be changed from time to time to suit the business needs of the Combe Mill Society.