

# PD 20 Calendar Planner

## Where does this role fit in?

This role could be done by the Volunteer Co-ordinator or the Competition Manager. This is a role that can remove workload from both these key volunteers, and do the early planning for events and get early information about events to the website.

## What you do in a nutshell

Set up a calendar of event dates and types for the coming year. Start no later than July the year before. Get the calendar approved by the committee.

Recruit Event Coordinators and Setters - work with the Volunteer Coordinator and possibly Communications.

Work with Event Coordinators and Setters to plan event locations, types of events.

Assist the organiser/setters by providing documentation and advice. For experienced Event Coordinators and Setters minimal assistance is required once the date, type and location is decided. For the less experienced, more help will be needed. In theory, once permit applications are submitted and setting begins the Competition Manager becomes the key contact for making the event happen.

Draft website event information and arrange for it to be published.

## Skills you need

This role needs a proactive person who has good knowledge of where rogaines have been run in the past and potential hash house sites. It is an advantage if the person is known to many rogainers. It would be greatly beneficial for them to have organised a few rogaines.

## Time and Commitment Required

The amount of work will vary depending on the experience level of coordinators and setters recruited.

If a candidate for this role has previously organised and set an event they have a good idea how much work is involved and the support they need to make it happen. Estimating a number of hours is not practical.

## Supporting Resources

- Event Organiser Manual
- Course Setters Manual
- Map Training
- All the event doc available on the web.

## How to join up

Contact the current Calendar Planner, Competition Manager or Volunteering Co-ordinator.