

CITY DINNER COMMITTEE MEMBER

Role description

The support we receive from the members of our City Dinner committee is vital to the success of the Back Up City Dinner; one of the most prestigious and important events in the charity's calendar. Through your involvement as a committee member you will be helping thousands of people of all ages and backgrounds rebuild their confidence and independence following a devastating spinal cord injury.

As a committee member you will have access to valuable professional and personal contacts within the city which will enable you to play a key role in attracting high value attendees to the dinner. Due to your experience within the city environment you will be able to offer suggestions relating to the content of the evening in order to ensure an enjoyable experience is had by all, thereby securing future support for both the event and the charity.

Depending on your role within the committee, you may also assist with the sourcing of auction prizes and the identification of other opportunities for income generation on the night. In certain cases you may be able to offer your professional expertise in a specific area related to the dinner or make introductions to contacts within your network that are able to contribute to the evening.

The committee works closely with the Major Events Manager from Back Up in the run up to the dinner who will be responsible for the detailed pre event planning as well as managing all elements of the operation on the evening.

ROLE REQUIREMENTS

- Attendance at a minimum of four of the 1½ hour committee meetings over a nine month period, all based in central London. Meeting dates are mutually agreed in advance.
- Attendance at the City Dinner (which falls on either the first or second Thursday in May).
- Use of contacts and personal network to sell upwards of 3 tables for the City Dinner.

Each committee member will bring with them a variety of additional skill sets. As such we also ask that you are also able to offer your support within at least 2 of the areas below;

- Help **sourcing auction lots** for the main or silent auction.
- Donation of your **professional experience and/or introduction to business or personal contacts** in order to benefit the dinner e.g. marketing and PR support, media services, etc.
- Assist with **recruitment of additional members to the committee** from within your network when necessary.
- Seek other opportunities for Back Up to **raise funds outside of the dinner** e.g. from trusts, corporate foundations or individual supporters.
- Assist with the identification and **stewardship of potential major donors** to the charity.
- Identification of further opportunities to **increase the profile of Back Up within the City**.

If you require more information or are interested in joining as a member of the committee please contact Davinia using the details below:

Davinia Monteiro (Major Events Manager)
davinia@backuptrust.org.uk
020 8875 6722

The Back-Up Trust

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Registered Address: **Jessica House, Red Lion Square, 191 Wandsworth High Street, London, SW18 4LS**