

## **BACK UP FRONT ROW**

### **Committee member role description**

The support we receive from the members of our Front Row Event committee is vital to the success of the Back Up Front Row Event, one of the most exciting events within our 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 be accustomed to socialising within high value social circles and will use your professional and/or personal contacts to play a role in attracting key individuals to the event who will be willing to support our fundraising activities on the day. Committee members offer valuable suggestions relating to the content of the event to ensure an enjoyable experience is had by all, thereby securing future support for the event and the charity.

Committee members are also responsible for sourcing auction prizes and identifying other opportunities for income generation on the day. 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 event who will be responsible for the detailed pre-event planning as well as managing all elements of the operation throughout the day.

#### **ROLE REQUIREMENTS**

- Attendance at as many of the 1½ hour committee meetings as possible. We hold meetings once a month over a nine-month period. Meeting dates and location are mutually agreed in advance
- Attendance at the event itself.
- Use of contacts and personal networks to sell tickets and tables for the event.
- Help sourcing auction lots for the main or silent auction and raffle prizes.

Each committee member will bring with them a variety of additional skill sets. As such we would also be delighted if you would be able to offer your support with at least 2 of the areas below;

- Donation of your professional experience and/or introduction to business or personal contacts in order to benefit the event e.g. marketing and PR support, suppliers who are prepared to offer charitable rates for their products or 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 Front Row Event E.g. Promotion of Back Up to corporate contacts or spouses, schools, charity of the year opportunities etc.
- Identification of further opportunities to increase the profile of Back Up within your social circles.

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

**Emma Prince** (Major Events Manager)  
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