

## EYPUK Alumni Association Executive Elections 2020

Position:	Regional Coordinator (2 persons)
Outgoing members:	Charlotte Murphy and Mark Alvares ( <a href="mailto:regionals@eypuk.co.uk">regionals@eypuk.co.uk</a> )
Trustee:	Annie MacConnachie ( <a href="mailto:annie.macconnachie@eypuk.co.uk">annie.macconnachie@eypuk.co.uk</a> )

The two Regional Coordinators are responsible for overseeing the organisation of the 15 Regional Events that EYPUK's holds annually, including the regional fora and any extended-regional events taking place. This process begins with the selection of the Head Organisers (HOs) for the regional fora after an application process. Following this, it is the responsibility of the Regional Coordinators to ensure that all HOs are trained and have everything they need in order to organise their event. They should check in and oversee the work of the teams alongside their trustee regularly, including being there to resolve any issues, keeping the HOs on task, ensuring emails are being responded to swiftly, to ensure all venues are liaised with and booked in good time, and to ensure budgets are stuck to. Typically Regional Coordinators update the HO-Handbook to give each organising team an overview of their tasks and is a resource for them to turn to throughout the regionals process. If their questions are unanswered, the Regional Coordinators are their first point of contact. Additionally, the Regional Coordinators are responsible for promoting each of the regionals; this is a vital aspect of the role, as the EYPUK regionals are a vital tool for enabling EYPUK alumni to stay involved in the organisation. They will take a direct role in facilitating the selection of alumni to attend these events. EYPUK regionals are an integral component of the EYPUK calendar, and as such the Regional Coordinator's role is one which is of incredible importance in the smooth running of the organisation.

Individuals in this role are supported by the Regionals Trustee who sets the general direction and timeline for the year, ensures that EYPUK's high standards are maintained, as well as taking an active role in supporting Regional Coordinators throughout the year. Despite this being quite a dense role for the first half of the year, once the regionals are over, the responsibilities diminish. Besides their trustee, there is also a large support network for this role in terms of former exec members that they can contact.

### Role Requirements:

- To (along with your fellow RC) manage and lead a team of 15 Head- Organiser pairings in their work by providing clear and detailed directions and guidelines, setting deadlines for the completion of organisational tasks, and maintaining consistent lines of communication.
- To ensure close co-operation and maintenance of communication with all EYPUK stakeholders in the regionals organisational process. This involves updating and liaising with their trustee at all stages of the process, as well as other members of

EYPUK, schools, officials and organisers.

- To take an active role in the promotion of the Regional Forums to both domestic and international alumni, and take an active role in ensuring a fair and transparent selection process.
- To look to expand upon and improve the quality of events offered in order to successfully maintain strong relationships with involved schools.
- To be self-motivated. The role can be a challenging one, and it's important that individuals in the role are able to self-motivate, as well as know when to ask for support from the Regional's Trustee.
- To be committed. You will need to have a vision and a plan for Regionals, and need to have the desire to assist in creating 15 quality events.
- To be extremely organised and have excellent time management skills. The role requires a lot of emailing, document formatting and chasing up of other people, so can be time-consuming.
- To work as a team. The two RCs must work very well together and with their trustee throughout the process, be willing to cooperate and share the workload, taking on more responsibilities when necessary.
- To be dedicated and professional. Regionals are EYPUK's flagship events, and many people's first impression of the organisation. Those in this position, and the HOs must be professional, quick to respond to queries, and 100% committed to seeing the fora through, particularly when the workload gets heavy.