



Aniridia Network UK

Conference Officer role

In addition to the general responsibilities of officials the holder of this role is expected to:

- organise the charity's main annual conference plus other events as desired, including facilities for the annual general meeting in consultation with the Chair.
- with officials responsible for communications, promote events and encourage members to attend;
- establish methods for delegate registrations, collate the data received and ensure all fees are paid
- communicate event details to delegates and answer their enquiries
- maintain accurate revenue and cost accounting information about events
- arrange catering and accommodation for delegates if necessary
- arrange talks and workshops including organising the speakers/facilitators and any facilities necessary
- liaise with other organisations regarding attendance or participation in our or their events.
- coordinate production of any items and resources for distribution at events
- survey delegates about their experience of events.

Web: **aniridia.org.uk**

Twitter: **@aniridianetuk**

Facebook: **AniridiaNetworkUK**

Aniridia Network UK is
registered as a charity

with HMRC: Reference XT26830