

Remit

1. The Sub-Committee's remit encompasses planning a programme of events and the organisation of those events, in furtherance of the aims of the Society as set out in its Constitution.
2. It provides the Executive Committee with a forward plan of events for its approval, and agrees associated costs and charges to members and non-members with the Society's Treasurer in accordance with the events finance protocol (available in Committee Documents on the Kew Society website).
3. Any expenditure the Sub-Committee wishes to undertake in furtherance of its remit is proposed to the Executive Committee for approval prior to any commitment being made as required by the events finance protocol. This will usually be at the next available Executive Committee meeting or, exceptionally, via email to all members of the Executive if approval is needed more urgently.
4. It provides information on its activities through updates on the Kew Society website and in the Kew Society Newsletter and other appropriate communication channels including the KewTW9 website and in collaboration with the Marketing sub-committee, on social media..

Composition

5. The Sub-Committee comprises:
 - At least one and preferably two or more Executive Committee members who are Trustees of the Society (Kew Society Events Trustees) and
 - such other individuals, who may not be members of the Kew Society or residents of Kew, as may be invited from time to time to assist because of their expertise. Such individuals, if they are members of the Kew Society and residents of Kew, may be co-opted to the Executive Committee and the Sub-Committee until the next AGM or EGM when they are eligible to stand for election as Trustees.
6. The Sub-Committee appoints one of the Kew Society Events Trustees as its chair.

Time Commitment

7. The time commitment comprises:
 - communicating by email and meeting other members of the Sub-Committee as necessary to agree actions, usually approx. 2 hours per month;

- assisting with organising event venues, speakers, refreshments etc. and sending invites to members as needed – approximately 2 hours for each event;
- preparing advertising materials for events and placing these in relevant locations, including managing the Kew Society notice board in the Village. Approx 2 hours per event;
- responding to email queries sent to events@kewsociety.org if asked to do so by the Sub-Committee chair – approx. 5 minutes per month on average;
- attending events organised by the Kew Society and assisting as necessary with checking attendance or taking payments on the day – approximately 8 events a year lasting 3 hours on average;
- organising 2-3 publicity events a year, including organising the Kew Society stall at e.g. Kew Village Market and Kew Fete. Approx 3 hours per event;
- if a Trustee or, on occasion as a co-opted member of the Sub-Committee, attending meetings of the Kew Society Executive Committee, currently held monthly except in August and lasting up to 2 hours, and attending the AGM and any EGMs.