Event Committee Member Welcome Pack

Thank you for registering as an Event Committee Member at Marie Curie. This welcome pack is designed to support you in your first few weeks as a volunteer, giving you some top tips to help you in your role. We can't wait for you to get started!

A big thank you

"Welcome to the Marie Curie community. Can I start by saying the biggest thank you to you for taking on your role of Event Committee Member at Marie Curie.

Volunteers play such an important part in our journey at Marie Curie, and we really wouldn't be able to achieve the great things we do without people like you. For that, can I take this opportunity to welcome you and promise you that we truly value the precious commodity you are offering, your time.

I really hope that you enjoy the role you are taking on and look forward to hearing all about the impact you are making in your local community for Marie Curie.

Thank you, and good luck. We couldn't achieve our ambitions without you."

Richard Scott, Head of National Volunteering



Your role and responsibilities

In your new role, you'll be helping to organise large scale events, helping us to increase our income to support more people.

Our top tips for getting started:

- Now is a good time to start thinking about the different types of events that you would like to get involved as a member of your Event Committee. There are lots of

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different events you could consider running within your group depending on your interests, so start jotting down some ideas to discuss with your Volunteer Manager.
- Some of our key dates each year include the Great Daffodil Appeal in the spring and our Christmas campaigns in the winter. These are great times of the year to consider organising an event.
- We recommend getting out into your local community to speak with any local businesses to share what you do in your role.
- Joining a group is even more enjoyable when you bring a friend! Why not think about bringing a friend along to your next group meeting?

Key information for your role

- Each year, you'll be asked to complete your Volunteer Mandatory Training, which involves reading our training materials. This is just to ensure you are well equipped to undertake the role.
- When organising events in your role, it's important to take a look at our activity plans and guidance, to start getting familiar with the process. You can find these on our website. You'll also learn more about these in your induction.
- If dealing with money in your role, it's really important to keep to our guidelines when handling any donations and banking income. You'll learn more about these in your induction.
- As a volunteer, you are encouraged to claim any reasonable out of pocket expenses during the course of your volunteering. Your Volunteer Manager will go through this with you in your induction.

Key resources

There are a few different resources that you might find useful in your role, depending on the responsibilities you have. Please note, these will depend on the specific tasks you choose to take on as volunteer:

- **Fundraising Volunteer Resource Hub** – this is our online area for Fundraising Volunteers which contains lots of helpful information and all the forms you'll need, including event ideas, promotional materials, online resources and all our guidance and policies. There is also a role-specific section for Event Committee Members like you.
- **Event resources** – here you'll find some of our materials to support with the planning, promotion and running of your event.
- **Activity plan and guidance** - this will help you with the planning of your group's events and activities.
- **Income form** – used to record details of income banked. We also have an **online version** available to use too.

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Hear from one of our volunteers



"We are part of the Liverpool Hospice Fundraising Event Committee. We started the committee up last year and held our first event in November, a Fire Walk, which raised £7,252.50.

We've both had personal experiences with Marie Curie and when we were approached to start the committee, we were both excited at the chance to be part of something that would enable us to give back. After the amazing work and care given by the hospice for family & friends, we were spurred on to make sure others have the same opportunity and access to this service.

We have lots of events planned for 2025 and are currently working on finalising dates. We're very excited to start raising money for the hospice again!

Cathy and Carole, Event Committee Members

Next steps

In the coming weeks, we will be in contact to organise your induction with you. Your induction will go into more detail on your role to help you feel fully informed before starting.

Please reach out to your Volunteer Manager if you have any questions in the meantime. You can also contact the Fundraising Volunteering Team: **FRVolunteering@mariecurie.org.uk**.

We look forward to hearing about the impact you have in your local community for Marie Curie in the future. Thank you, and good luck!

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