

<b>Role title</b>	<b>Mindfulness Day organiser(s)</b>
<b>Principal function</b>	Organising 1 or 2 mindfulness days each year
<b>Duties</b>	Working with a team to oversee all aspects including: <ul style="list-style-type: none"> <li>• Securing a venue</li> <li>• Arranging for a teacher to lead the day</li> <li>• Preparing costings and agreeing the price for the day with the treasurer</li> <li>• Keeping the sangha informed of the day and advertising the day internally and externally</li> <li>• Organising the caretaking for the day</li> </ul>
<b>Accountability</b>	To the whole sangha. The person holding this role will also be a member of the Caretaking Council.
<b>Time commitment</b>	Will vary but should be less than an hour a week and one hour a week for Caretaking Council matters.
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• Good organiser</li> <li>• Some familiarity with previous Mindfulness Days</li> </ul>
<b>Equipment needed</b>	Computer, word processing program, email, telephone
<b>Mentoring available</b>	Previous organisers of Mindfulness Days can be contacted for advice