No 4 Area Reunion Committee – roles and responsibilities.

The present Chairman and Secretary will be stepping down after the 2027 reunion. Replacements will be needed to arrange future reunions. The following information gives a picture of what is involved for each of the Committee members.

The Area Annual Reunion is organised by an autonomous committee currently compromised of Chairman, Secretary, Treasurer, Entertainments Officer and two assistants. The Reunion takes place in Durrant House Hotel, Bideford, on the first weekend that falls entirely in March, Friday to Sunday. Guests can book two night or three night stays.

2027 Reunion format.
Friday – informal buffet dinner, dance and entertainment with a raffle of bottles of spirits raising money towards the charity chest.
Saturday – morning is free for own pursuits or join the quiz hosted by last years winner. In the evening there is a formal gala dinner and dance plus speeches, and a raffle of gifts donated by branches.
Sunday – morning church service with Standards. Lunch, rum raffle and horse racing. There is an evening buffet and entertainment / dancing.
Monday – heading for home after breakfast.

The Committee currently hold an in person wash-up and planning meeting after the Reunion, there after, contact is through email and phone calls. The Reunion is guided by NOFAM's 5 (Annual Reunion), 6 (Charity Chest) and 9 (Sea Cadet assistance). The Reunion Committee is sponsor for each of these NOFAM's.

It is 'all hands on deck' for the Committee over the weekend.

Chairman.

- Monday morning after reunion: wash up meeting with hotel assistant manager. Confirm dates for next reunion.
- Chair the reunion committee wash-up & planning meeting. Agree critical dates and calendar for preparations for next reunion with committee.
- Make 'Reunion Reports' for No4 Area Meetings.
- Obtain contract from hotel for Reunion and sign agreed contract.
- Liaise with hotel as required.
- Liaise with Area Chaplain and Ceremonial Officer regarding church service and Standard bearers.
- Liaise with Area Chaplain regarding service and printing service sheets.
- Assess expenditure and income forecast and agree guest prices with treasurer.
- Organise the running of the Gala dinner, jointly with Secretary.
- Produce Reunion Weekend programme, wine reception tickets, table layout plans as required.
- Purchase bottles for the Rum Raffle.
- Discuss menus with hotel Chef and send suggested menus to committee for feedback.
- Dealing with all the practical aspects of the Reunion weekend, calling numbers for buffet dinner nights, horse racing event if run, ensure the smooth running of the gala evening, hosting guest speaker when it is a special reunion, etc.
- Bring equipment and organise Horse Racing and Uckers.
- Pay cheques received into bank, monitor bank receipts and liaise with Secretary to match payments to bookings.
- Continuously review format and programme of weekend and consider changes or new items to keep Reunion fresh.

Secretary.

- The secretary has a file available for reference for the design of booking forms, cover letters etc. and maintains a contact list.
- September - Send out provisional booking form to Reunion reps. (which is to be returned by a specified November date)
- November - Send out final booking forms plus booking information regarding payments. (To be returned by a specified date in Jan/Feb)
- Liaise with Chair and treasurer to match payments received to bookings and chase late payers.
- Keep spreadsheet of bookings.
- Send out programmes to branches.
- Allocate tables to branches: plan and lists.
- Arrange for Gala dinner wine.
- Specify and arrange printing of menus and proof reading.
- Organise running of gala dinner, jointly with Chair.
- Send reminders for trophies to be returned for presentation at Reunion.
- Arrange wash-up & planning meeting after the reunion.

Treasurer.

There are two accounts – Community account and an Instant Access account, which gives a small amount of interest. Banking is completed on-line with two of the committee to authorise payments. There is a cheque book used for sending charity donations. Most branches pay on-line. At present the Secretary receives any cheques sent with booking forms which are then paid in by the Secretary or Chairman.
The accounts year runs from 1st August to 31st July the following year. This gives a good picture of the running costs for each reunion. Reunion balance sheet and accounts are scrutinised by an appropriate person independent of the committee then passed on to the No. 4 Area AGM.

- Produce suggested budget for planning the next Reunion.
- Keep an accounts book, statements and receipts.
- Purchase bottles of spirits for Friday raffle (with Entertainments Officer)
- Purchase raffle tickets and envelopes and prepare raffle tickets in advance with Entertainments Officer and any other press-ganged helpers.
- Assist with raffles.
- Total all proceeds from the fundraising. All cash is paid into the hotel, receipt received, and the amount is deducted from the final invoice.
- Pay invoices and charity donations.
- Produce accounts for scrutiny.

Entertainments Officer

- Follow up suggestions for entertainers which have been passed on for consideration.
- The hotel also has a list of suitable entertainers and bookings are made through the hotel management including those not on the hotel list.
- Liaise with the entertainers and ensure everything runs smoothly for their booking.
- Organise the bottles for the Friday raffle.
- Organise branch gifts for the Saturday raffle and keep note of which branch has donated what, so that the branch is then eligible to nominate a deserving cause for the next Reunion Charity Chest.
- Calling table numbers for buffet nights etc.

Assistants.

- Assist with raffles and other practicalities of the weekend as required.

The Reunion weekends are a super social occasion and excellent value. The 2028 Reunion needs a Chairman and Secretary so please consider whether you could fill a post to keep the reunions happening in the future.