**Talks Organiser**

**Objective**

Presenting information about the Kingston Toy Library in an engaging manner and continuing our friendship with other services through this process. Talks are often the first contact the Kingston Toy Library makes with families and this position is seen as an important part of the marketing plan.

**Key tasks & responsibilities**

* Liaise with the Marketing Manager to ensure Children’s Services are regularly informed of this opportunity.
* Promptly follow up all enquiries for talks.
* Organise for speakers to attend and notify service.
* Confirm that speakers collect relevant material for presentation prior to date.
* Reminder speakers to return material after talk.
* Register talks completed and pass on to Coordinator for updating of completed duty hours.
* Liaise with Coordinator to recruit new speakers as needed.
* Meeting attendance is not required, instead a short update report is acceptable

**Member of**

General Committee

**Desirable Skills**

* Good communicator
* Organisational skills