

The National Association of Flower Arrangement Societies

ROLE DESCRIPTION

**Committee/Team:** Special Appointment

**Volunteer Role:** WAFA Co-ordinator

**Reporting to:** National Chairman

Main purpose:

To maintain and develop links with WAFA International Affiliates and ensure the conditions of the NAFAS WAFA Policy are adhered to.

Key Responsibilities:

* Be the NAFAS WAFA representative for all communication with WAFA Ltd and the current host country.
* Maintain and develop links with WAFA International Affiliates.
* Provide updates on WAFA activity to the Board of Trustees and the Area Chairmen.
* Assist the official NAFAS WAFA exhibitor, ensuring they are in possession of the necessary information.
* Assist the designer of the official NAFAS honorary exhibit, ensuring they are in possession of the necessary information.
* Liaise with the CEO and Finance Officer on WAFA expenditure.
* Liaise with the National Chairman to update the WAFA Policy, as required.
* Promote WAFA activity through the NAFAS website and social media.
* Provide annual report on WAFA activities at the NAFAS AGM.

General

* To at all times, act as a role model, representing the vision and values of NAFAS.
* Attend and participate effectively in NAFAS meetings.

Commitment

* Arrange and attend virtual meetings as required.

Person Specification

Ideally, the successful candidate should have:

* Knowledge of WAFA shows, would be an advantage.
* Access to online facility to attend Zoom meetings.
* A PC/Laptop with Microsoft Excel & Word.

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