



The National Association of Flower Arrangement Societies

ROLE DESCRIPTION

Committee/Team: NAFAS Enterprises Ltd

Volunteer Role: Chair of Publications

Reporting to: National Chairman

Main purpose:

To attract members onto the Publications Team, to create new educational handbooks and oversee the reprinting of existing publications.

Key Responsibilities:

- Work with the Enterprises Trustees on the creation of a Publications Strategy.
- Identify and recruit team members to the Publications Team.
- Identify existing titles that require updating and reprinting.
- Liaise with original authors, commissioning updated and new material as necessary.
- Liaise with the Standing Committees and the Enterprises Trustees, to initiate new educational handbooks.
- Identify NAFAS members to contribute to new publications.
- Source photographs/drawings.
- Liaise with printers and designers.
- Liaise with the CEO and Finance Officer on Publications expenditure.
- Ensure permissions forms are signed by all contributors for copyright purposes.
- Promote Publications through The Flower Arranger magazine, NAFAS website and social media.

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:

- Experience in flower arranging and floral art with a knowledge of plants.
- Editing and proofreading experience essential.
- Access to online facility to attend Zoom meetings.
- A PC/laptop with Microsoft Excel & Word.