



Event Chair Handbook

1. Relay For Life Committee Chair Role Profile	2
2. Your Committee	3
3. Relay For Life Chair & Staff Roles	5
4. Venue	6
5. Event Planning	7
6. Key Tasks	8
7. Relay For Life Administration	9

1. Relay For Life Event Chair Role Profile

Why we need you

Cancer Research UK is seeking committed individuals to take on this exciting role of leading a committee to organise an annual Relay For Life. By leading a Cancer Research UK Relay For Life Committee you will help to raise significant funds for Cancer Research UK's life-saving work to prevent, diagnose and treat cancer more effectively and increase cancer awareness within your community.

What will I be doing?

- Recruit, motivate and coordinate key volunteers to work with you on the Relay Committee in a variety of roles.
- Organise and chair committee meetings.
- Oversee the progress of other Chairs and committee members.
- Take responsibility for the delivery of the Relay event in your community to include all key Relay 'standards'.
- Act as the Relay event spokesperson, being available for media interviews and presentations, opening/closing ceremonies as appropriate and for delivering key messages both prior to and on the day of Relay.
- Be on site and available at the Relay for the duration of the event.
- As a representative of Cancer Research UK, you will uphold the vision and purpose of the organisation at all times.
- Communicate regularly with your Cancer Research UK staff contact to discuss progress and any issues that arise.
- Work with other Chairs across the Relay community to help shape the future of Relay.

What skills do I need?

- Excellent organisational and leadership skills.
- Confidence in chairing committee meetings and an ability to delegate tasks to your fellow committee members.
- Confident to speak in public.
- Ability to use resources available to you efficiently – both people and materials
- Excellent diplomacy skills and the ability to resolve conflict quickly and effectively.
- Ability to inspire and motivate others to work hard in their roles.
- You will need to be IT literate and have access to a computer.

been established this would normally be with one year as Committee Vice-Chair and one year as Event Chair.

What support will I be given?

Full training on how to organise Relay For Life will be provided. You will be supported by a member of Cancer Research UK staff who will keep in regular contact with you and have access to materials and equipment to support your event supplied by Cancer Research UK.

What benefits can I expect?

The Relay itself is also a lot of fun and a great way to meet, make friends and network with people in your community. It is also a great way to practice your skills and learn new ones whilst helping Cancer Research UK to raise money to fund science across the UK.

You will play a major role in making the event a success through the recruitment of your committee and in driving the development of the event with enthusiasm and ambition. Being a Relay Chair will give you a great opportunity to network and forge connections with other Chairs across the Relay community, as well as other supporters of Cancer Research UK in groups and committees across the country.

Where will I be based?

Much of the preparatory work involved in Relay can be completed from home, although attending committee meetings and liaising with key players will require being 'out and about' in the community. Depending on what works best for your Relay and your community, the Relay event can take place in a stadium, park or field and can be up to 24 hours long.

2. Your Committee

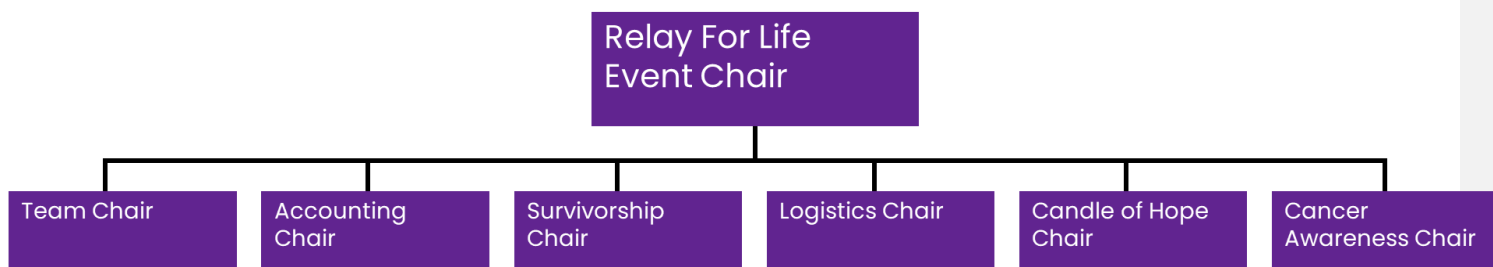
Year One Structure

To get teams and build a great event, your most important job will be building your committee.

Ideally you will have one person in each of the below roles, but it is possible that in year one the Survivorship Chair and Candle of Hope Chair could merge into one role.

schools etc. They have a solid understanding of their roles and the roles of others and utilise all the resources Cancer Research UK provide to them and their committee members. The Leadership of key roles is rotated and new Committee Members are constantly sought to bring freshness and new contacts into the Planning Team. They delegate responsibilities and have a strong influence on the group and a degree of understanding of the roles of others.

Top Tips for Building a Great Committee



Successful Relay Committees follow some key principles, which are outlined below.

Recruiting:

- Utilise your networks – approach warm contacts first
- Fill all lead roles – the most successful committees have one role per person
- Analyse your community, try to recruit from key areas (use the recruitment wheel idea in the Team Chair handbook)
- Ask your other committee members, key people in the community, your staff contact.

Shaping:

- Match people to the job e.g. ask someone who works in procurement to Chair logistics, they'll have the right skills & connections.
- Remind your committee to concentrate on putting in place the essential Relay Standards first and foremost. Keep them focused on team recruitment, team fundraising and inviting survivors.
- Keep everyone fresh. Consider rotating roles every 2-3 years to bring in new ideas and keep everyone enthusiastic.
- Work with your staff contact to identify and enlist a 'Chair in Training' from your committee. This is your Vice-Chair. Plan ahead by training them on how to Chair the event.

income for your Relay.

- Share goals with your committee and clarify everyone's role at the outset agreeing how you will work individually and as a team to achieve the goals.
- Set a committee meeting schedule at least 10 months prior to the event. We recommend meeting monthly at first; every other week as the Relay gets close and weekly the month before your Relay.
- Chair the meeting, pulling together an agenda, take action points etc. Your staff contact won't always be in attendance but can support you in advance.
- Put a time limit on your meetings, 1 to 1 ½ hrs. They should be no longer. Where possible provide refreshments – people may arrive straight from work.
- Ensure your committee organise team/team captain evenings (A recommendation that has worked well in the past is to have a team/team captain's meeting straight after the committee meetings)
- Be sure to distribute Minutes and Action Points to the committee within a week of the meeting
- Recognise and thank your committee members often and introduce some fun to the meetings – make it a social event to look forward to rather than dread.
- Don't forget the Wrap-Up Party. Celebrate your success, and be sure to evaluate your event with your staff contact and committee soon after it's over to help plan for next year
- Develop a communications chain of command – committee>Chair>staff contact.

Your staff contact:

The staff-volunteer partnership is the key to the success of a Relay For Life. Your staff contact is there to provide advice and guidance on every aspect of Relay. Your staff contact has a responsibility to ensure that your Relay is safe, compliant with all relevant laws, regulations and standards. Therefore, it is important that you take on board the advice and guidance given to you by your staff contact.

They are here to support you and ensure that you and your fellow chairs have all the necessary information you need to carry out your roles effectively.

By working together, your staff contact will support and advise you around the recruitment of new committee members, succession planning and development of the event.

- The most successful Relays recognise and exploit the distinct roles and value of the volunteer and staff contact. Review the volunteer-staff relationship so you are clear on how your role is distinct from the role of Cancer Research UK staff
- Meet and/or communicate with your staff contact on a regular basis, schedule

- Communicate! Communicate! Communicate! This is essential. Ensure open communication with your staff contact, to and from your committee. Keep everyone in the loop.

3. Relay For Life Chair & Staff Roles

CHAIR	TOGETHER	STAFF
Secure venue and date for Relay	Plan succession of roles	Recruit and induct Chair
Recruit committee Chairs		Support with recruitment of committee Chairs
Clarify and agree roles with each committee Chair		Send registration email to all committee members. Register all committee members on Cancer Research UK database
Schedule and run committee meetings and manage the committee		Meet and communicate with the Chair. Support the Chair in developing agendas and committee meetings
Ensure team/team captain meetings are scheduled	Be talent scouts – always looking out for potential committee members, new volunteers, team and survivors	Attend agreed committee meetings and team captain/team nights where possible
	Set goals for the Relay e.g. number of teams, survivors, candle of hope bags (include the committee in this)	
Pass on information to committee members and staff contact		Provide information to chair about Cancer Research UK activity, Relay standards, best practice, legal and branding requirements

Network in the community to spread the word about Relay and identify key players and potential committee members	Promote Relay For Life to everyone you meet	Invite other Cancer Research UK supporters to Relay
--	---	---

4. Venue

Liaise with your Logistics Chair to secure the venue and date as soon as possible (it can take up to 16 weeks if we need to negotiate terms and conditions). Only when you have done this can successful promotion of your event begin.

Venue Contract

This sets out terms of the hire period and details who is responsible for what (e.g. damage to the site).

Risk Assessment & Contingency Planning

The Logistics and Risk Assessment planning document is designed to help you and your Logistics Chair plan your event and identify risk associated with the logistics on the day. It is an extremely important document that **must** be completed to comply with our insurance policy.

As with all risk assessments, it is a working document and not complete until after the event is finished and the site cleared away and should therefore be kept on site throughout the duration of the event and re-visited to identify risks on the day, taking measures to negate said risk as well as to capture documentation of any incidents/accidents.

If risk assessments aren't completed properly, our insurance may not be valid. Therefore, in the event of an accident, this may lead to successful claims being paid out using funds that would otherwise go to our research.

Public Liability Insurance

Your venue might ask for a copy of Cancer Research UK's Public Liability Insurance (copy available from your staff contact). To ensure your event is covered by our Public Liability Insurance it is vital you confirm the event in writing to your staff contact (via e-mail or letter)

5. Event Planning

Cancer Research UK is licensed to hold Relay For Life events by the American Cancer Society. Therefore, while each Relay is unique, there are certain elements that we must include in all our events.

These are the **Relay For Life Standards**:



Start early

- The earlier you start the more chance you have of securing the date and venue and achieving your target number of teams, survivors, candles and income.
- Don't forget to check local activity for the date you have chosen for your event so that you do not face competition.

Set a target for year-on-year growth

- Targets (money raised, teams, survivors, candles etc.) help to focus efforts and provide a goal for people to aim for.
- The best targets are "stretching but realistic" for your community and committee size.

Team recruitment

- Actively seek teams from all parts of your community and beyond. Enthuse and inspire all you meet to bring the whole community together and increase awareness of your event – a key element for future growth.
- Face to face and word of mouth are the most powerful recruitment methods

Ensure adequate security

- Especially if you are setting up the day before, ensure adequate site security overnight.
- Be sure you can easily identify team members and others with a right to stay

Recruit and effectively use on the day volunteers

- Look to recruit on the day volunteers, get them involved early on
- Have a detailed plan for what you want during the event – there's nothing worse than having volunteers turn up and no-one knows what to do with them.
- Appoint a Volunteer Coordinator to look after volunteers, allocate tasks and keep in touch with them before, during and after the event.
- Keep it fun for volunteers – they are more likely to come back and help next year if they feel a part of it, not just there to 'work'

Be an inspiration to your committee and team captains

- You've "got" Relay already, but perhaps your newer colleagues are still trying to understand what it's all about. Take the time to enthuse them.
- Encourage them to think about the entire event and not just the bit they're responsible for.
- Make people feel good about themselves. If something goes wrong avoid recriminations on the day of the event.
- Go along to some team meetings – inspire the team captains and their members – you'll get more money and more engagement.

Closing ceremony

One of the most enjoyable parts of your role will be organising the closing ceremony. It is also an opportunity for you to salute your fellow chairs and recognise your top fundraisers.

Remember:

- Set the right mood and atmosphere, use music, do a countdown
- 15 minutes beforehand begin calling everyone to the stage
- Get your survivors involved
- Announce your fundraising total and next years date if you have it
- Get everyone together

6. Key Tasks

 Event Chair Oversee committee Lead Meetings Partner with staff Action points Web page Contracts with logistics/staff Risk assessments (with logistics) Advertising Closing Ceremony	 Survivorship Chair Opening ceremony Survivor recruitment Monitor registration data Reception activity	 Team Chair Target and Approach: • Businesses • Organisations • Schools and colleges • Places of worship • Medical community Team captain meetings Monitor registration data On the day team activities
 Logistics Chair Contracts Risk assessments Venue facilities Set up and breakdown of site Security and medical Water Decorations	 Candle of Hope Chair Promotion of candle bags Supplies On-site coordinator The ceremony	 Cancer Awareness and information Chair Work with committee Chairs to weave cancer awareness throughout the event Ensure stand is interactive Games/quizzes
 Accounting Chair Bank account Recording, accounting and banking procedure for monies raised on a regular basis Collate and return data and final monies to Cancer Research UK Bank night Computer records	 Entertainment Chair Stage and PA/music Activities for teams Kids games Prizes	

7. Relay For Life Administration

Getting information and forms back after a Relay event is crucial.

Before your Relay can take place, each committee member will have needed to complete the online committee [registration form](#) . It is vitally important that your Accounting Chair has attended training, so they are completely 'au fait' with all of our accounting procedures.

Within 6 weeks of your Relay taking place, we ask that Relay Committees submit all the following documents back to their staff contact:

All of the forms mentioned above can be found on the Relay Resources website or you can speak to your staff contact.

Having accurate data and information returned means that we are fully compliant with our Gift Aid, Data Protection, Risk & Liability and Health & Safety responsibilities. It also means that we can analyse the information to see what is working and what isn't; thereby increasing the support we can provide to you, our volunteer.

