



Area Officer - Role Duties

The Voluntary role of Area Officer is to provide Continuing Professional Development Training for FRYOG Yoga Teachers.

The Area Officer is responsible for arranging at least two CPD Days per year. Each CPD day should run for a minimum of 6 hours, which includes break times.

The Area Officer can provide the training themselves or source a suitable trainer to deliver the educational material.

The Area Officer will liaise with the Chief Area Officer when they intend to run a Subsidised CPD DAY, to ensure that they are up to date with the latest Sub-CPD Day guidelines.

The various tasks involved in arranging a CPD day are :-

1. Find a tutor
2. Check that their fee is affordable for the day that you are running.
3. Check if the Tutor needs accommodation (if travelling from a long distance)
4. Check if they provide hand-outs
5. Agree a date with the tutor and book the venue
6. Get confirmation from both tutor and venue
7. Check tutor has insurance
8. Draw up an advert by asking the Tutor for a concise write up of what they will teach.
9. Complete form, on the FRYOG website, to upload the advert to the FRYOG website. On completion of this form the FRYOG Internal Communications Officer will have all the information for the advert to appear in the Newsletter.
10. Create an Event on the FRYOG Facebook page. Or share the event to Social Media directly from the website.
11. Send an Advert for the event to all of the CPD subscribers/FRYOG members in their area via Mailchimp or any email marketing platform.
12. Record bookings of those members who wish to attend and send receipts.
13. Upon receipt of sufficient bookings to run the event without a loss, pay for the venue.
14. Check if the Tutor needs food on the day. (If they have travelled a long distance).
15. Pay for tutor accommodation, if applicable.
16. At least two weeks before the event, send an email, with all the information that attendees will need to ensure that they enjoy their time at the event, e.g. bring a packed lunch, sufficient layers of clothing dependent upon heating in the venue.

One week before

1. Liaise with the venue caretaker to ensure that you are aware of heating controls and fire escapes etc., and any other details that are unique to that venue, such as when to arrive to collect keys.
2. Print certificates.
3. Print feedback forms.
4. Print the attendance register.
5. Print name labels.
6. Buy refreshments for the day.
7. If you're in a venue that is providing a projector and screen, check everything works in advance of the event.

On the day of the event, remember to take the following to the venue :-

1. The FRYOG banner, The FRYOG car stickers/FRYOG lapel pins.
2. Perhaps a laptop/ext.lead/cables for laptop projector and screen?
3. Labels with the names of those attending, plus blank spares.
4. Feedback forms.
5. Certificates.
6. Attendance register.
7. Packed lunch for yourself and possibly the Tutor, (if required).
8. Pens and paper for anyone who has forgotten them.
9. Milk, Tea, herbal teas, coffee, decaff coffee.
10. Biscuits and perhaps Cake, nuts and fruit.
11. Optional – A few spare yoga mats for anyone who has forgotten theirs.
12. Optional - A few fan heaters, blankets, yoga mats to help with heating variations.

After the event:-

1. Collect and Collate the Feedback forms.
2. Pay the tutor
3. Ask attendees to send an optional review of the event to FRYOG Internal Communications Officer for inclusion in the monthly newsletter.
4. Email all who attended to remind them to update their FRYOG profile with their new CPD qualification.