



Gauge O Guild

Area Representative – Role description

Area Representatives provide a point of contact for members in a specific area of the country and promote the Guild at local shows. Candidates need to be comfortable with using the internet, email and basic word processing in order to perform the role.

Area Representatives:

1. **Provide a link** between local model railway clubs interested in O gauge and / or local O gauge groups and the Guild by:
 - a. Visiting Clubs or groups to find out what they want from the Gauge O Guild.
 - b. Offering help and support to encourage these groups to flourish and grow.
 - c. Giving Clubs and groups information from the Guild about latest news / events / new publications / new website material.
 - d. Showing Clubs / groups how to use the website to their advantage by getting support from Forum groups, using the online Knowledge Base or to publicise their local shows and activities.
 - e. Feeding back comments from the local clubs and groups to the Representatives Committee who in turn feed back to the Guild Management Committee.

2. **Are the Ambassadors of the Guild** by attending local exhibitions (multi & single gauge) with a stand to promote O gauge. They should:
 - a. Show visitors what is possible in 7mm modelling by displaying models.
 - b. Explain what can be gained by joining the Gauge O Guild.
 - c. If possible, display a slideshow on a laptop on a continuous loop at exhibitions. This is available for download.
 - d. Set up a Gauge O Guild specific email address to keep Guild emails separate from personal emails. Assistance can be provided with this if necessary.
 - e. Find out about shows and clubs in their area and local exhibition manager details. by using UK Model Railway Shops Directory.
 - f. contact new members from their area by letter. A [pro-forma template is available](#) for this.

3. **To achieve the above Area Representatives will have:**
 - Materials required for show attendance, including a name badge and shirt with logo will be provided, as will insurance cover.
 - Support and guidance, where required, from a Regional Manager.

Please note that representatives are also responsible for informing the Guild Treasurer in October / November each year which shows / Clubs they need to visit the following year and likely expenses required. Each Area Rep is allocated £500 to carry out their local duties. Reps also need to inform the Chairman of the Representatives' Committee about which shows they are attending so that we can keep a diary of events that the Guild is attending and spot any omissions.

Any questions?

Contact the Guild Secretary, John Evans on **07805 779897** or johnevangogsec@gmail.com