



Bottle Tombola Team Leader

The Bottle Tombola is one of the stalls run by the show and its volunteers. The Team Leader is responsible for overseeing the stall to ensure that it runs smoothly on show day. The tasks involved include:

- Liaising with the Show Coordinator and Reading Room Caretaker in relation to any donations of bottles from members of the public;
- Purchasing additional stock of soft drinks and / or alcohol to ensure that there is sufficient stock to be won on show day;
- Collecting any donations stored at the Reading Room and combining with any purchased bottles to place tickets on them and put the stubs in the ticket drum ready to be drawn;
- Finding volunteers to help run the stall and coordinating their efforts on show-day;
- Ensuring that all monies are handed to the cash collectors or the cash office on the day and at the end of the day;
- Submitting any expenses claims prior to the event in a timely manner.

In order to carry out these tasks effectively, the following attributes are required:

- Good people skills, be comfortable with dealing with members of the public;
- Able to work collaboratively as part of a team whilst being able to take the initiative when required;
- Availability to attend as many of the committee meetings as possible. These are usually held on the second Monday of January, March and May and towards the end of June

The time commitment anticipated for this role is approximately 3 to 5 hours plus show-day.