

Red Party Committee Roles & Responsibilities

The Party Organiser shall be responsible for the following:

- i. The organization of the party itself (venue, drink prices, performances, ticketing)
- ii. The distribution of tickets for sale (will be assisted by the coordinator)

The Publicity Officer shall be responsible for the following

- i. Designing posters and other promotional materials (with assistance if needed)
- ii. Generating ideas for the Paint the Town Red campaign
- iii. Coordinating the Paint the Town Red campaign including the recruitment and training of assistants to run each of the publicity stunts
- iv. Overseeing the publicity campaign for both the party itself, and the Red Aware campaign
- v. Coordinating media coverage of the event including television, radio and newspaper coverage.
- vi. Obtaining sponsorship for publicity projects

The Red Aware Organiser shall be responsible for the following:

- i. Generating ideas for Red Aware events
- ii. Organisation of the logistical aspects of the Red Aware events (venues, speakers etc.)
- iii. Obtaining potential sponsorship for Red Aware events

The Treasurer shall be responsible for the following:

- i. Ensuring that all financial agreements made with Oxfam Australia are met
- ii. Ensuring that all expenditure is well documented
- iii. Ensuring that all ticket sales are appropriately documented
- iv. Ensuring that all profits are given to Oxfam Australia
- v. Continuously liaising with the WAMSS treasurer

The Secretary shall be responsible for the following:

- i. Administrative tasks relevant to the running of the organising committee and the Red Party
- ii. Providing assistance to other committee portfolios where possible and necessary
- iii. Handling the internal and external correspondence of the committee

The IT Officer shall be responsible for the following:

- i. the development and maintenance of the Red Party website
- ii. the provision of IT support for other committee portfolios
- iii. online ticket sales