

Chair / Regional Representative

London & South
Region

the Society
of Bookbinders 

The Chair supports and guides the work of the regional committee, helping to maintain momentum and direction. They also represent the region at national level and act as the key link between the L&S Region and the wider Society.

LEAD AND COORDINATE THE REGIONAL COMMITTEE

- Guide the committee's overall direction and encourage collaboration across the group.
- Initiate and coordinate committee activity; prompt progress where needed.
- Chair the committee meetings, including the AGM (with support from the Secretary to set dates and prepare agendas).
- Support and guide the event coordinators in developing the regional events programme (offering direction, ideas, or feedback when needed).
- Work with the Treasurer to set the annual budget and stay informed about the region's financial position.

REPRESENT THE REGION AT NATIONAL LEVEL

- Attend National Committee meetings as the L&S regional representative.
- Act as the key liaison between the national Society and the regional committee.
- Share national updates with the regional committee and communicate regional views at national level.
- Respond to queries from the National Committee, either directly or by co-ordinating a response with the L&S committee.

**IF YOU HAVE ANY QUESTIONS
OR WOULD LIKE TO EXPRESS
YOUR INTEREST IN THIS ROLE,
PLEASE CONTACT:**

Piotr at
[ls.secretary@
societyofbookbinders.com](mailto:ls.secretary@societyofbookbinders.com)

or Fiona at
fionavjohnston@gmail.com

Events Coordinators

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The Events Coordinators plan and deliver the region's programme of workshops, visits, talks, and seasonal gatherings. This is a shared role, with responsibilities divided flexibly between volunteers depending on interests and availability. Some may prefer to focus on a specific area (e.g. visits or the Christmas meeting), while others may support across the full programme.

Working together — and with support from the Chair, Secretary, and Treasurer — the team ensures that events run smoothly, are welcoming and enjoyable, and reflect the interests of our regional members.

KEY RESPONSIBILITIES

- Plan and organise the events programme each season, including:
 - In-person and online workshops, talks, and demonstrations;
 - Visits to studios, libraries, archives, or exhibitions;
 - Seasonal gatherings such as the Christmas or Annual Review meetings.
- Suggest and source suitable speakers or tutors, and propose locations for potential group visits.
- Confirm speaker fees, expenses, and visit costs in line with the budget.
- Manage event bookings and payments: keep attendee lists up to date and ensure payments and cancellations are tracked and organised.
- Manage event logistics, including venue booking, layout, equipment (e.g. tables, chairs, projector), and liaising with host institutions to confirm arrangements and attendee numbers.
- Prepare event information and coordinate promotion: write event profiles, request speaker biographies, and promote events (with support from the Secretary and Social Media Coordinator) via email, the newsletter, website, and social media.
- Support the smooth running of events on the day: host or arrange a host, assist speakers with setup and technical needs, welcome attendees, monitor attendance, and help with setup and clean-up of the venue.
- Manage the region's Zoom account, used for online events and meetings, with subscription costs covered by the Society.

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Book Arts Day Coordinators

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The Book Arts Day Coordinators organise and deliver the region's annual Book Arts Day — a one-day event featuring stalls and displays from book artists. This role may be shared between two or more volunteers and works closely with the Event Coordinators and other committee members to ensure the smooth and successful running of the event.

KEY RESPONSIBILITIES

- Coordinate the artist enrolment process, including sign-up, communication, confirming participation, and managing artist fees, payments, and cancellations.
- Coordinate the publication of the artist list and artist statements; draft and circulate event publicity (with support from the Social Media Coordinator and Secretary) across SoB channels — including the newsletter, website, and social media.
- Manage event logistics, including venue booking and layout; liaise with participating artists to gather practical requirements and relevant details.
- Oversee the event setup and close-down: prepare the space (tables, seating, displays), take photographs for documentation and promotion, and tidy the venue afterwards.
- Write and submit a short event summary for the regional and national SoB newsletters, as well as external publications.

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