

Director, Special Events

Leadership Attributes

<i>Management</i>	<i>Leadership Skills</i>
<ul style="list-style-type: none"> ● Create objectives to support the chapter's Business and Strategic plan ● Educate committee chairs with processes, procedures and tools to achieve committee objectives ● Assist in budget development for all committees reporting to director based on line items in overall chapter budget ● Coordination of all logistics of monthly meetings ● Identify incoming director from committees who report to you ● Transition with incoming Director 	<ul style="list-style-type: none"> ● Facilitation ● Collaboration ● Delegation ● Mentoring ● Coaching ● Teaching ● Financial ● Conflict/Resolution ● Execution

Job Description

Term: One year or as determined by the Board of Directors and Chapter bylaws
(July 1 - June 30)

Eligibility:

- Member in good standing
- Knowledge of the activities/affairs of the Greater Edmonton Chapter
- Willing to give the time, energy, talents and enthusiasm required of the position

General Responsibilities:

- Serve as voting member of Board of Directors
- Attend monthly board meetings, chapter events and committee meetings
- Act as coach, advisor and counselor to assigned committees
- Identify, recruit and train Committee chair for assigned committees
- Ensure the fiscal responsibility of the committee(s) to which position is assigned
- Support and defend policies and programs adopted by the Board of Directors
- Conduct transition meeting with successor
- Perform any other duties as assigned by the President and/or Board of Directors

Specific Responsibilities:

- Develop, implement and manage a Request For Proposal (RFP) process for all special events
- Perform site selection for all special events
- Coordinate all logistics for special events, including menu selection, audiovisual needs, room setup requirements, registration and hotel arrangements
- Facilitate a registration process for special events
- Assist all committees to facilitate the production of their events

Reporting Structure:

- Reports to: VP of Education and Events

Commitment:

- Regular attendance at monthly events, Chapter activities and functions;
- Regular attendance at Board meetings and Executive Committee meetings
- Attendance at Board retreats (2 times per year)