



## Events Sub Committee – Position Description

### Purpose

The purpose of the Events Sub Committee is deliver exceptional experiences and opportunities to connect.

### Responsibilities

The Events Sub Committee must lead the coordination of events from concept to execution.

Furthermore, the Events Sub Committee are expected to manage relationships with venues, suppliers and other stakeholders to deliver a seamless event experience for members.

The following outlines the expectations of the Events Sub Committee:

- Develop and implement activation strategies to engage event attendees
- Manage event calendar and plan events in advance inline with annual journey
- Create event budgets and determine ticket pricing
- Set up event ticketing including promotional codes on EventBrite
- Coordinate venues, suppliers and speakers for events
- Create event briefs in advance and distribute to board
- Develop event run sheet in advance and distribute to board
- Reach out to personal and professional contacts and personally invite to events (share event EDM)
- Follow up with venues, suppliers and speakers post event and maintain relationships
- Report event attendance, feedback and member experience at board meetings

### Skills and Experience

As part of the Events Sub Committee, you will be required to possess the following skills:

- Well-developed personal organisation and time management skills
- Strong interpersonal skills to work as a team and build relationships in the local business community
- Confident public speaking, written and oral communication skills
- Ability to multitask essential
- Ability to work to a deadline essential

### Time & Travel Commitment

- Attend all monthly board meetings

- Attend all events
- Allocating approx. 10 - 15 hours per month towards either your Sub Committee's responsibilities and/or HYP's responsibilities
- Assisting other teams as required from time to time