



EVENTS SUB COMMITTEE – POSITION DESCRIPTION

Purpose

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

Responsibilities

The Events Sub Committee must project manage events from concept to execution, by collaborating with Partnership and Communications Sub Committees, and is ultimately responsible for the management of relationships with venues, suppliers and other stakeholders to deliver a seamless event experience for members.

The primary responsibilities of Events Sub Committee members include:

- Develop and implement activation strategies to increase engagement of attendees.
- Manage event calendar and plan events in advance in line with annual journey
- Create event budgets and determine ticket pricing.
- Set up event ticketing including promotional codes for VIPs on Event Brite.
- 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 (e.g. by sharing event EDM and social content to personal contacts).
- Follow up with venues, suppliers and speakers post event and maintain relationships.
- Report event attendance, feedback and experience at board meetings.

Skills and Experience

You must possess:

- 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 written and oral communication skills.
- Ability to multitask essential.
- Ability to work to a deadline essential.

Time Commitment

All board positions are voluntary and requires an approximate time commitment of 20 hours per month. It is expected that all board members:

- Attend all monthly board meetings and hyp events.
- Meet the minimum requirements of your position (as outlined in the Primary Responsibilities above) and assist with any other duties as required.